Sage 100 ERP 2015
Intelligence Reporting
Report Designer User Guide

DH
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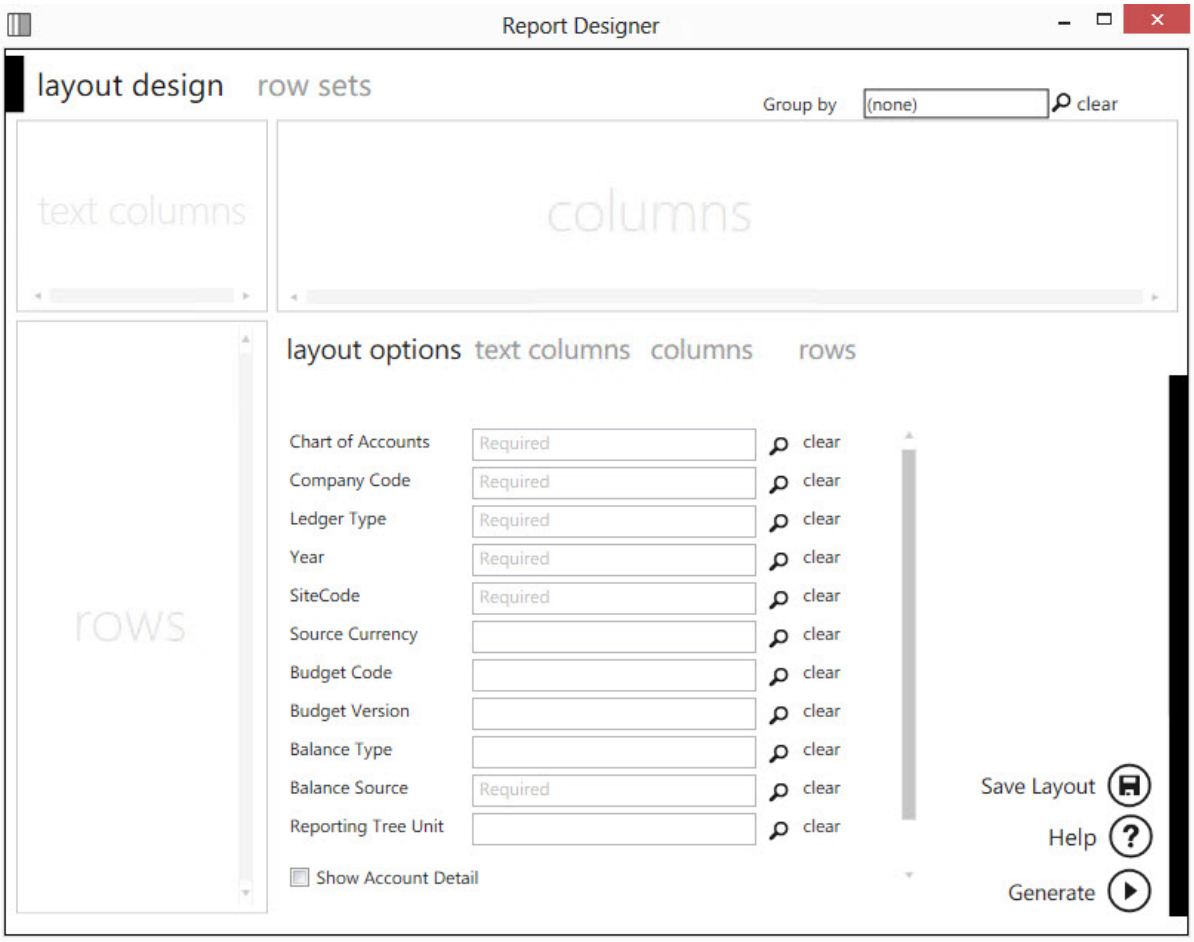
Report Designer Overview

About the Report Designer

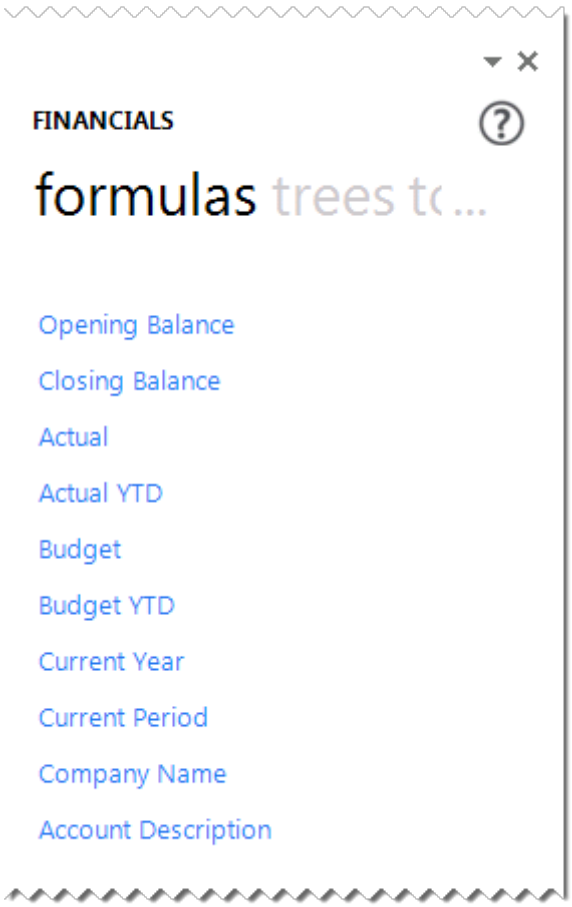
The Report Designer makes reporting simple, flexible and fast by giving you the ability to customize your financial report layouts instantly. It is recommended for finance professionals and executives who need to create financial reports on a regular basis. In the Report Designer, the design of your financial reports are completely separate from your General Ledger. As a result, you can easily change reports without modifying your accounting system's General Ledger.

There are two options to design your financial report layouts: the Layout Generator and the Task Pane.

The Layout Generator gives you the power to transform Microsoft Excel data in a raw spreadsheet format into a meaningful layout by using an intuitive drag and drop interface.

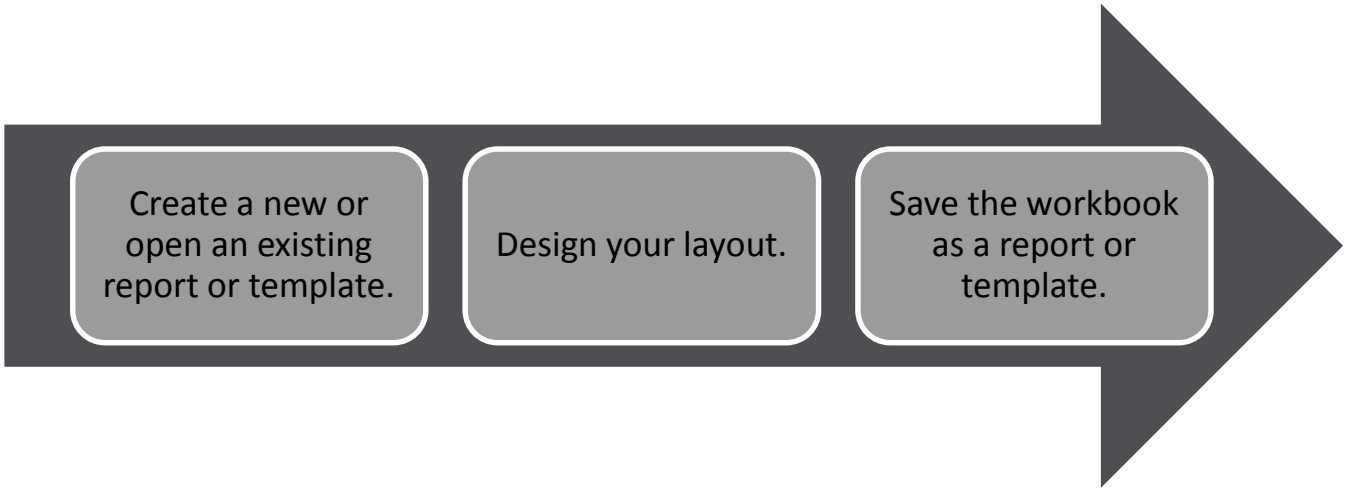


For those professionals who want to have complete control of their report layout and who are familiar with Microsoft Excel, the Task Pane allows a completely customized layout to be designed using Microsoft Excels' powerful functionality.



The Report Designer Process

The process to access reports or templates, manage them, and save them back is as follows:

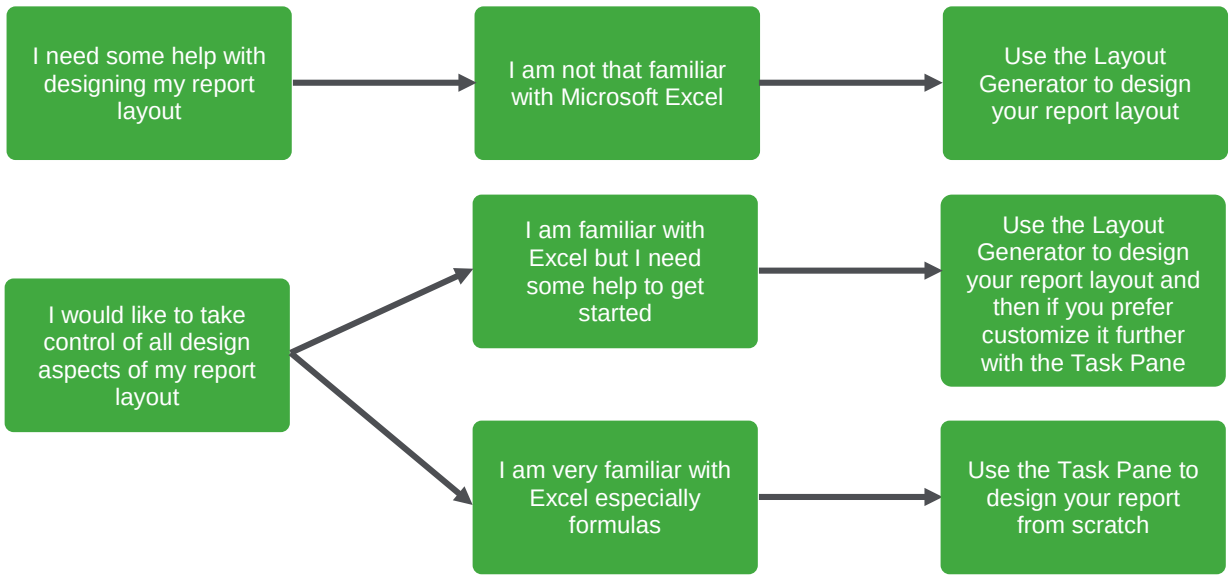


The Report Designer extracts information from your Sage 100 ERP General Ledger. It then uses your customized report columns and rows to produce professional reports that are customized to suit your organization's requirements.

Choosing the Most Suitable Way to Design Reports

Depending on the level of control you would like in the design of your report and your knowledge of Microsoft Excel, the Layout Generator may be used to simplify generating reports, otherwise the Task Pane may be used.

Follow the process below to determine the best option for you to design reports.



If you do not have an advanced knowledge of Microsoft Excel then the Layout Generator provides an intuitive drag and drop interface to design reports. If however, you do have an advanced knowledge of Microsoft Excel and am familiar with Microsoft Excel formulas then the Task Pane provides a complete solution to design your reports using powerful Microsoft Excel functionality giving you complete control.

Note: In order to do multiple company consolidated reports, the Task Pane will need to be used.

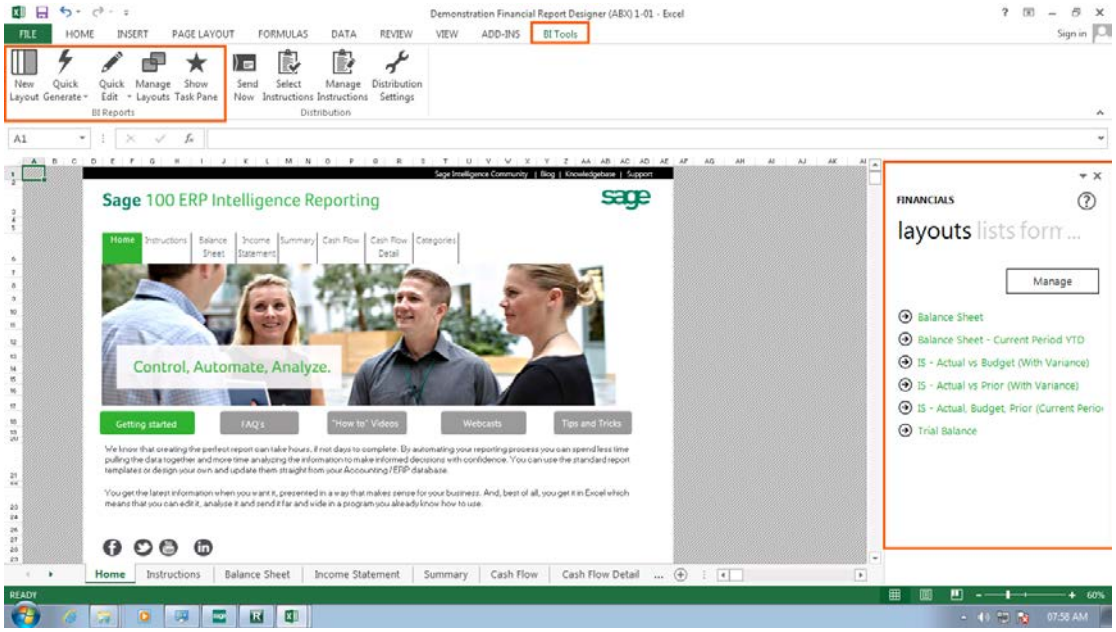
Accessing and Saving Reports and Templates

Opening Financial Reports and/or Templates

1. In the Report Manager, open the **Financial Report Designer** folder.
2. Run the **Financial Report Designer** report.

Tip: The **Demonstration Financial Report Designer** report in the **Demonstration Pack** folder will include a few demonstration layouts which have been designed to work with the **ABX** demonstration company financial data only. It is intended to illustrate how popular financial layouts can be created.

3. The Microsoft Excel report or template will open automatically and the Report Designer functions will load.



Saving Reports and/or Templates

The **Save Layout** option within the Layout Generator will save any changes to the current layout.

The Save Excel Template option in the Report Manager must be used to save the entire workbook.

The Report Designer Ribbon

Once a Report Designer report or template is loaded into Microsoft Excel, the full **BI Tools** ribbon will become available.

The options are as follows:

Icon	Group	Label	Description
	BI Reports	New Layout	**New Layout** will open the Layout Generator to allow you to design a new report layout.
	BI Reports	Quick Generate	**Quick Generate** is a drop down menu of all the report layouts previously saved. Instead of selecting the Manage Layouts option and then generating your layouts, you can generate them from the Quick Generate menu.
	BI Reports	Quick Edit	**Quick Edit** is a drop down menu of all the report layouts previously saved and allows you to select a report to edit without having to open the **Manage Layouts** option first.
	BI Reports	Manage Layouts	**Manage Layouts** will open the **Layout Management** window which will display the existing report layouts that ship with the Report Designer and any new layouts that you have created.
	BI Reports	Show Task Pane	**Show Task Pane** will open the Report Designer Task Pane.

Creating a Draft Layout

Before you begin, you need to decide what you want your report to look like when it's complete. If you don't already have a good mental image of the report, then write down what you would like the end result to look like.

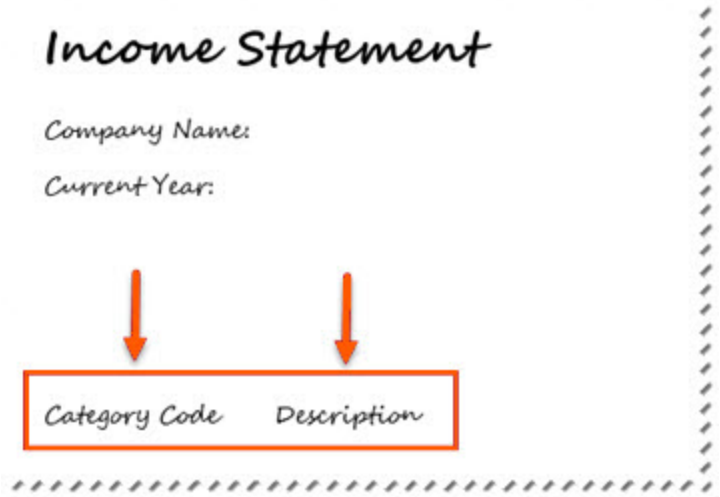
Tip: Don't worry, it can just be a first draft. We can always edit layouts later if you've left anything out, or you want to make changes.

To help you, let's go through some of the steps and decisions you will need to make:

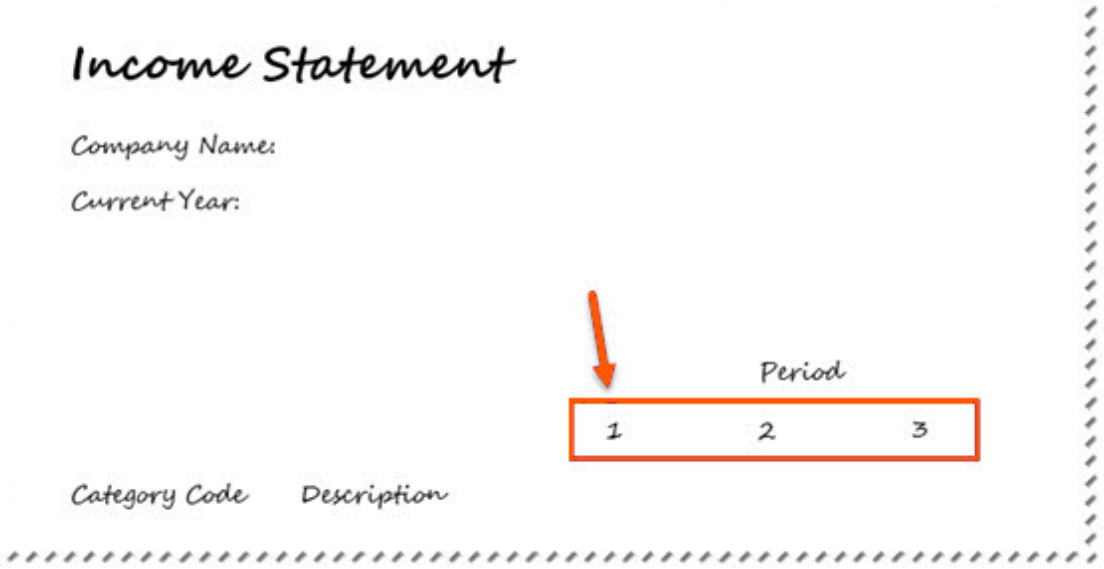
1. You will need to give your report a suitable heading. Something meaningful so you will always know exactly which layout you are generating in future.

2. What filters do you want to use? Filters allow you to retrieve specific data based on your selections. Filters are displayed on the top of your report and can be changed in Microsoft Excel resulting in your report being immediately updated to reflect the new data.

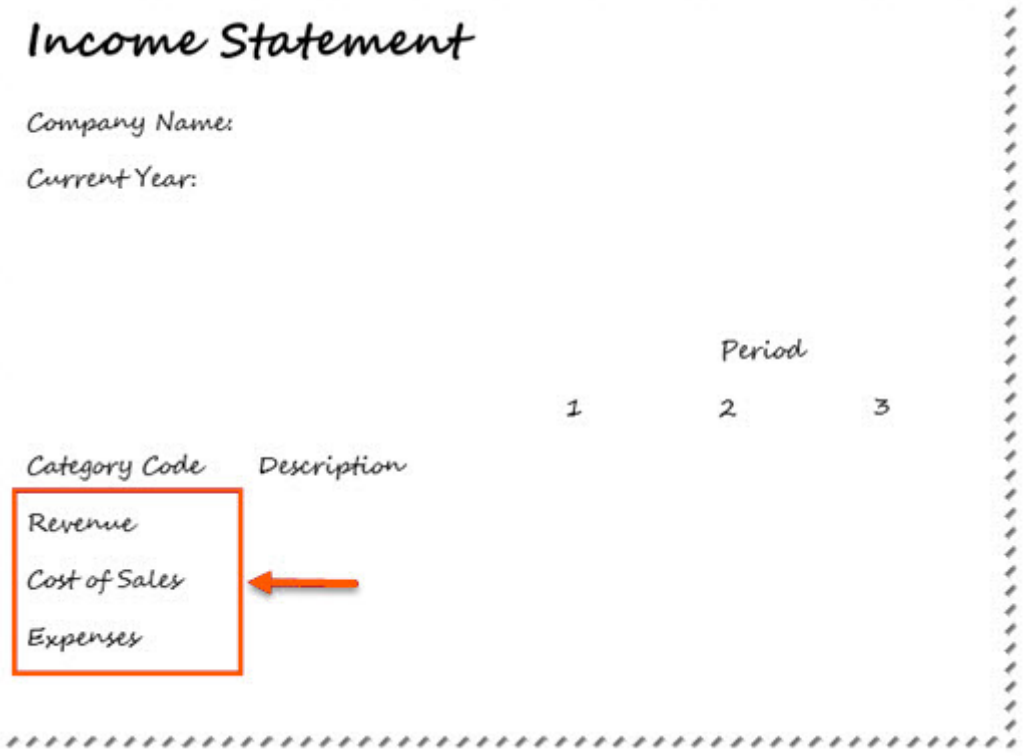
3. What details do you want to see down the left of your report? Perhaps a list of account numbers or category codes and their descriptions.



4. What do you want to see in each column of data? This could be different periods, current vs prior years, current vs budget or YTD.



5. How do you want to categorize the details on the left side? Do you want to see Revenue, Cost of Sales, Expenses or maybe Assets and Liabilities? List your main headings. You can go into as much or as little detail as you need.

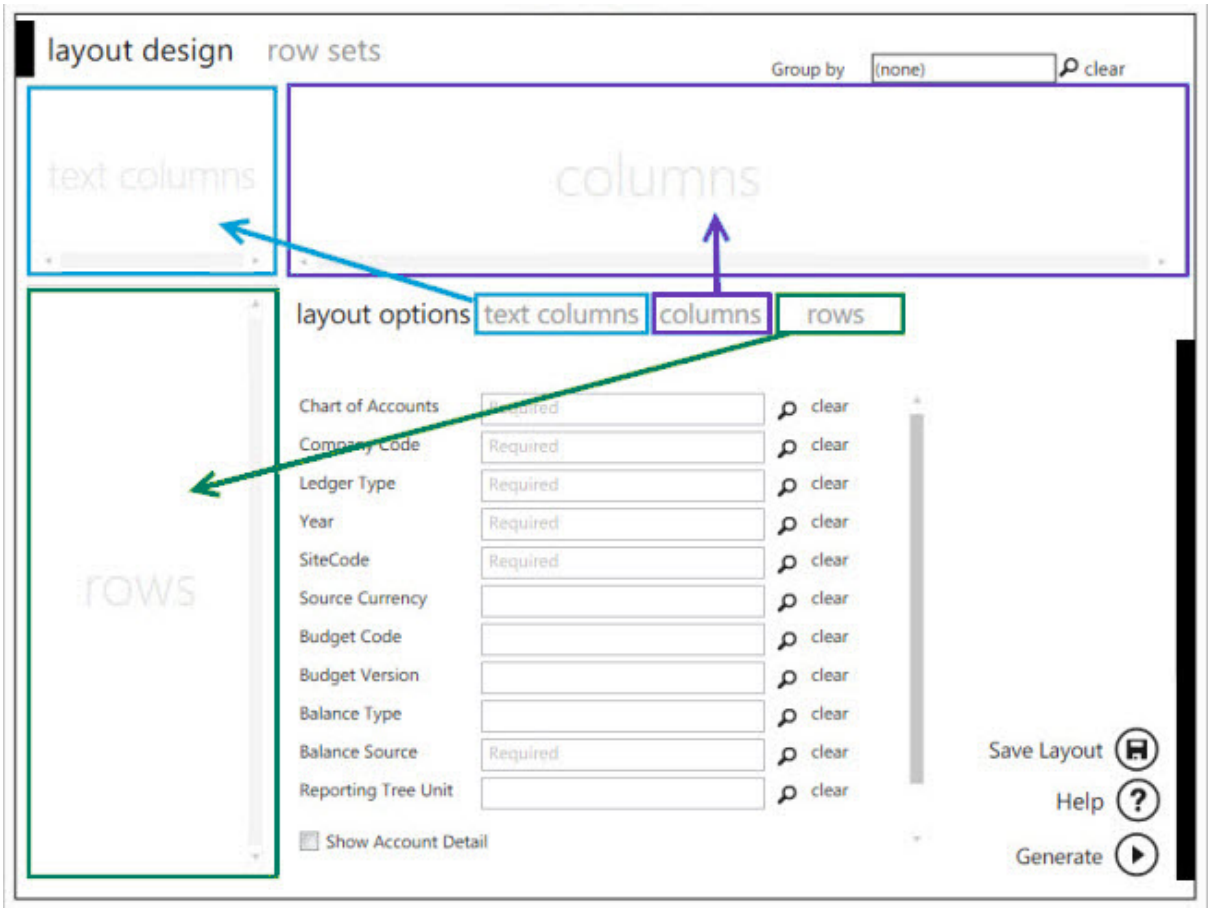


Now you have the basic layout, you are ready to begin designing your report.

Designing Reports using the Layout Generator

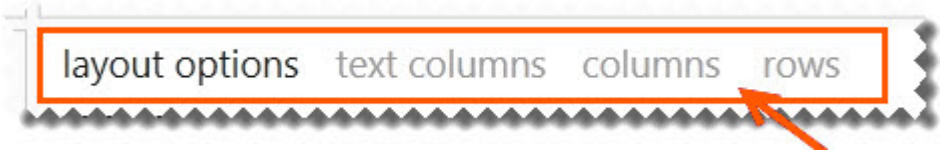
Navigating within the Layout Generator

Within the Layout Generator, there is a text columns area, a columns area and a rows area. When you have added columns and rows, they will appear in their respective areas.



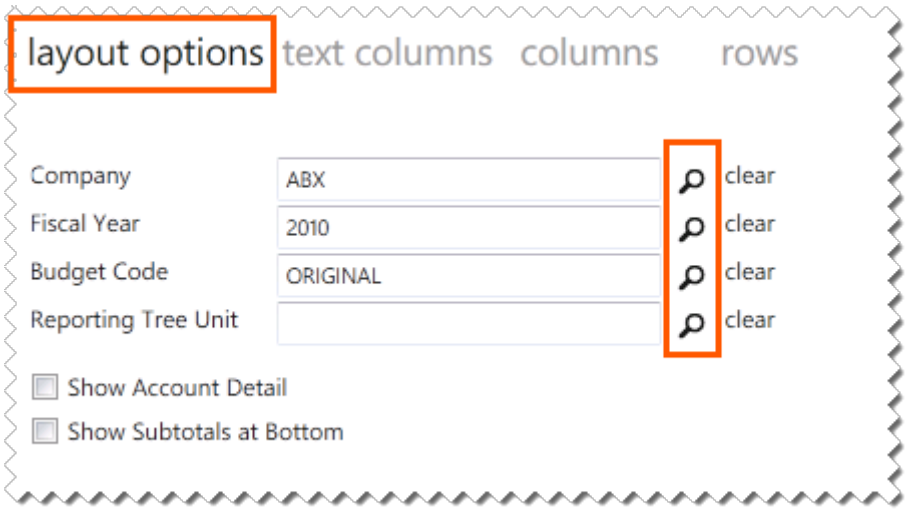
Tab Headings

Click on the respective headings to view the columns, rows or options which can be added.



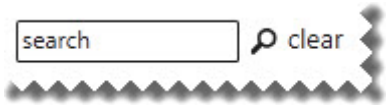
Lookup Values

The magnifying glass allows you to perform a lookup on layout options to view the available items which can then be selected.



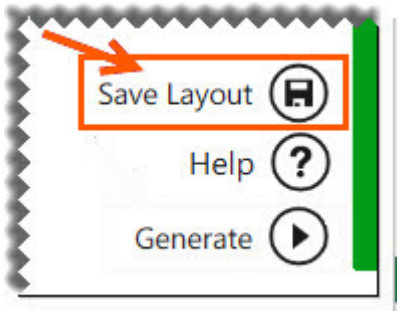
Search

The **Search** function allows you to search the rows and columns area for specific fields. For example if you search for **actual** only the fields containing the actual amounts appear.



Save Layout

The **Save Layout** option within the Layout Generator will save any changes to the current layout.



The Save Excel Template option in the Report Manager must be used to save the entire workbook.

Saving Report Layouts

Whenever changes are made to the Financial Report Designer report, they need to be saved so that they're available for all subsequent runs.

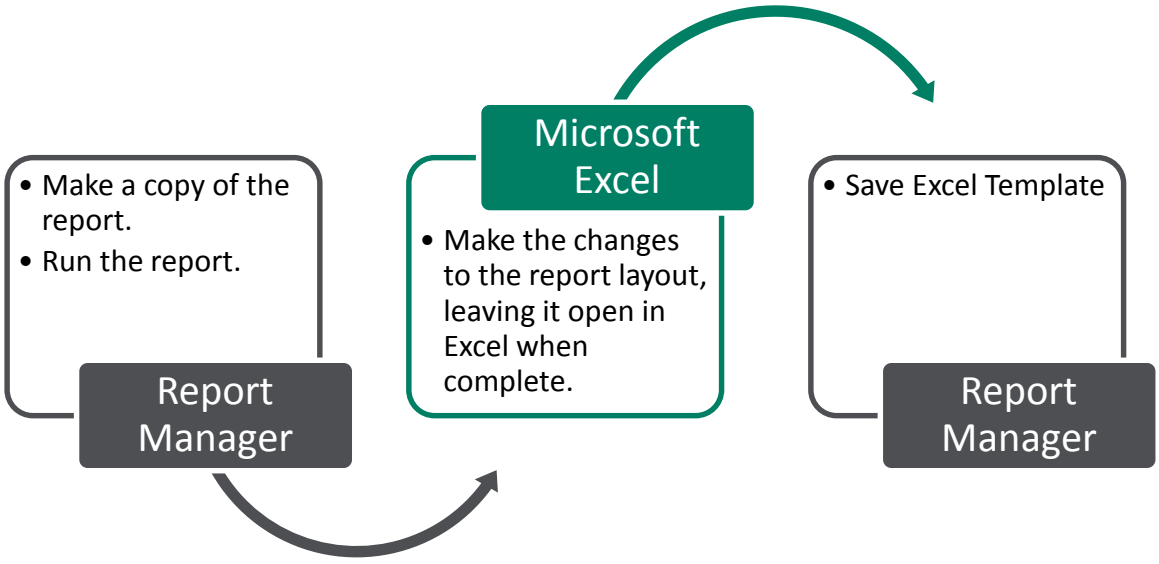
- The **Save Layout** option within the Layout Generator will save any changes to the current layout.

Warning: If you close the workbook, without saving the Excel template in the Report Manager, all of your changes will be lost.

- The **Save Excel Template** option in the Report Manager must be used to save the entire workbook. This is the same process to save any Sage Intelligence report.

  Creating Microsoft Excel templates enables you to create a template from an open Microsoft Excel workbook and link it to an existing report so as to standardize the output format of the chosen report for every run instance in future.

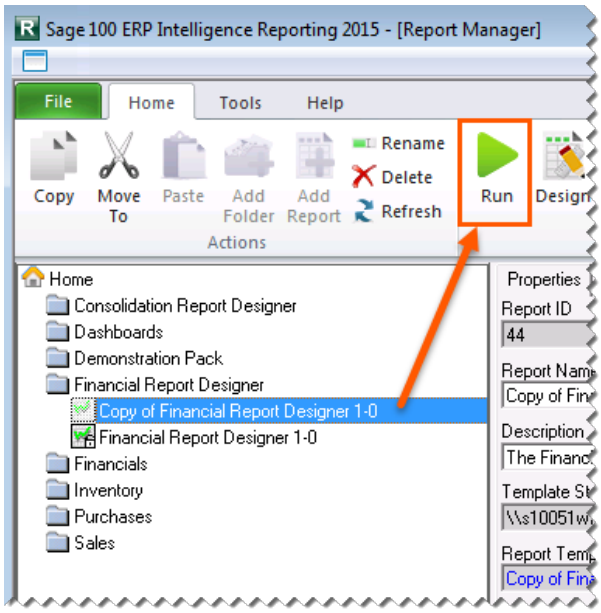
The process to save the Microsoft Excel report template is as follows:



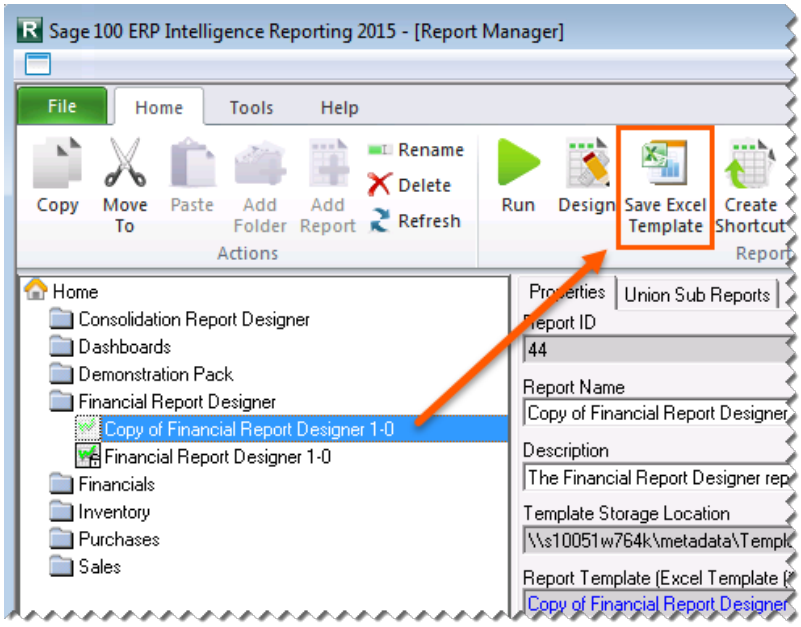
1. Open the Report Manager.

Tip: If you're unsure of making changes to any of the standard reports, you should create a copy of the report before you make any changes.

2. Select and run the report you want to customize.

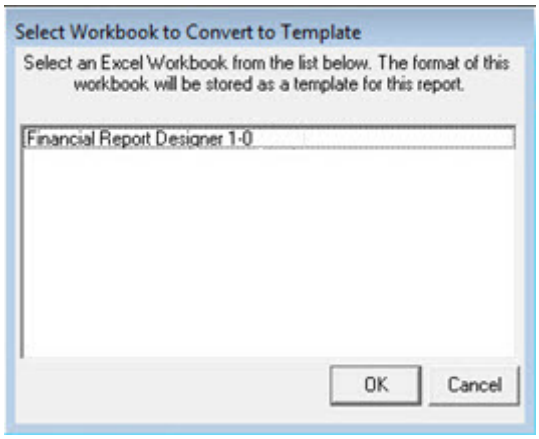


3. In Microsoft Excel, make the changes to the report.
4. After completing the changes, leave the workbook open and go back to the Report Manager.
5. Click on the report for which the changes were made, and select **Save Excel Template**.



6. In the window that appears, select the Microsoft Excel workbook which contains the changes you made.

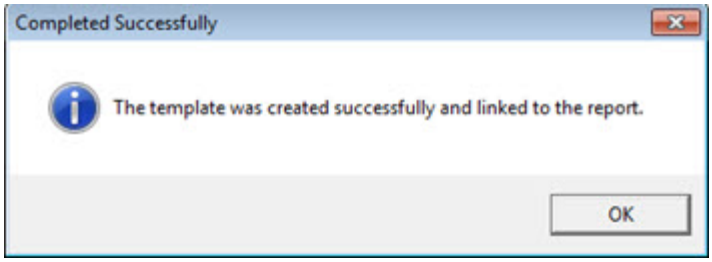
Warning: All Microsoft Excel workbooks that you have open will be listed in the window, so ensure you select the correct Microsoft Excel workbook to use as a template for your report.



7. Click **OK**.

8. When prompted to specify the template name, change the name of the template. Doing so ensures that the original template is not overwritten with the copy.

9. Click **OK**. Once the template has been successfully linked, the Microsoft Excel workbook is automatically closed and a confirmation window appears.



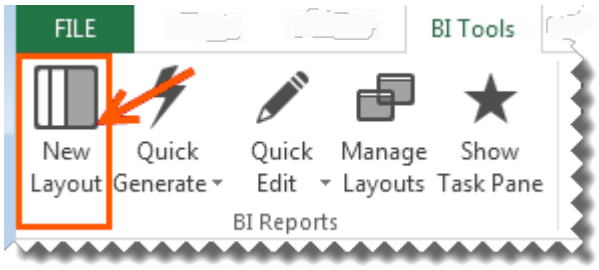
10. Click **OK**.

Designing a New Report Layout

Accessing the Layout Generator to Design a New Layout

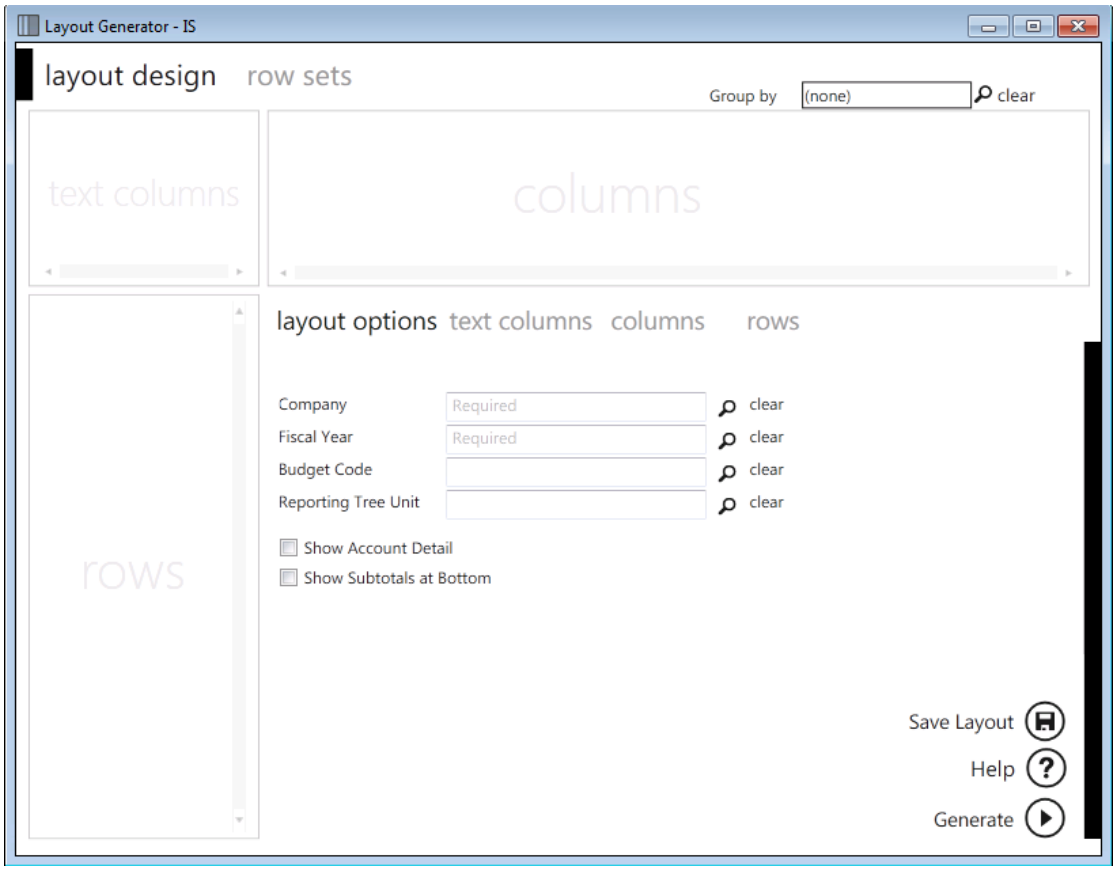
When you've run your Financial Report Designer report, the workbook will open in Microsoft Excel and the Report Designer functions will load.

1. On the **BI Tools** tab, select **New Layout**.



2. A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.

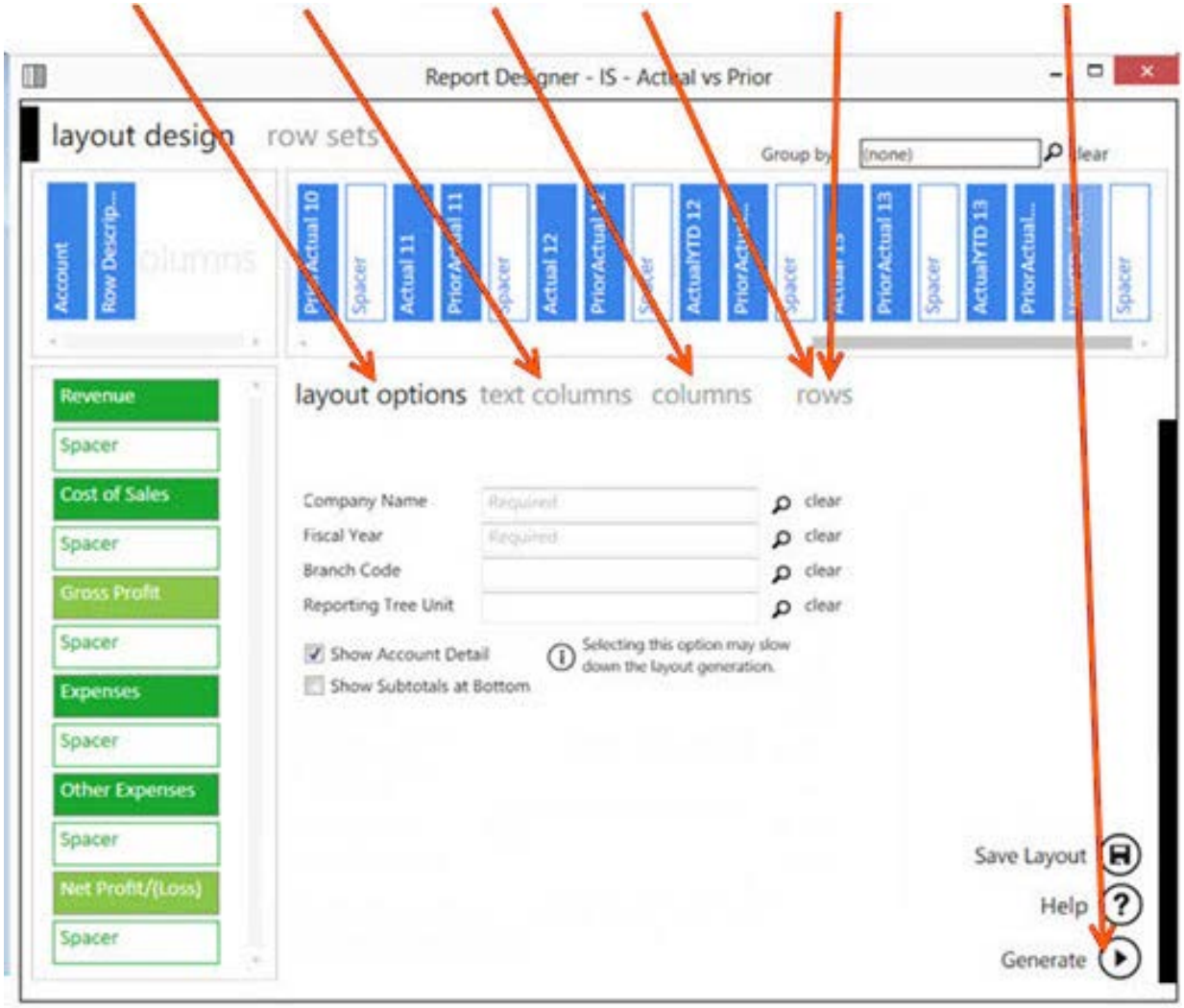
3. Click **OK**. The Layout Generator will appear.



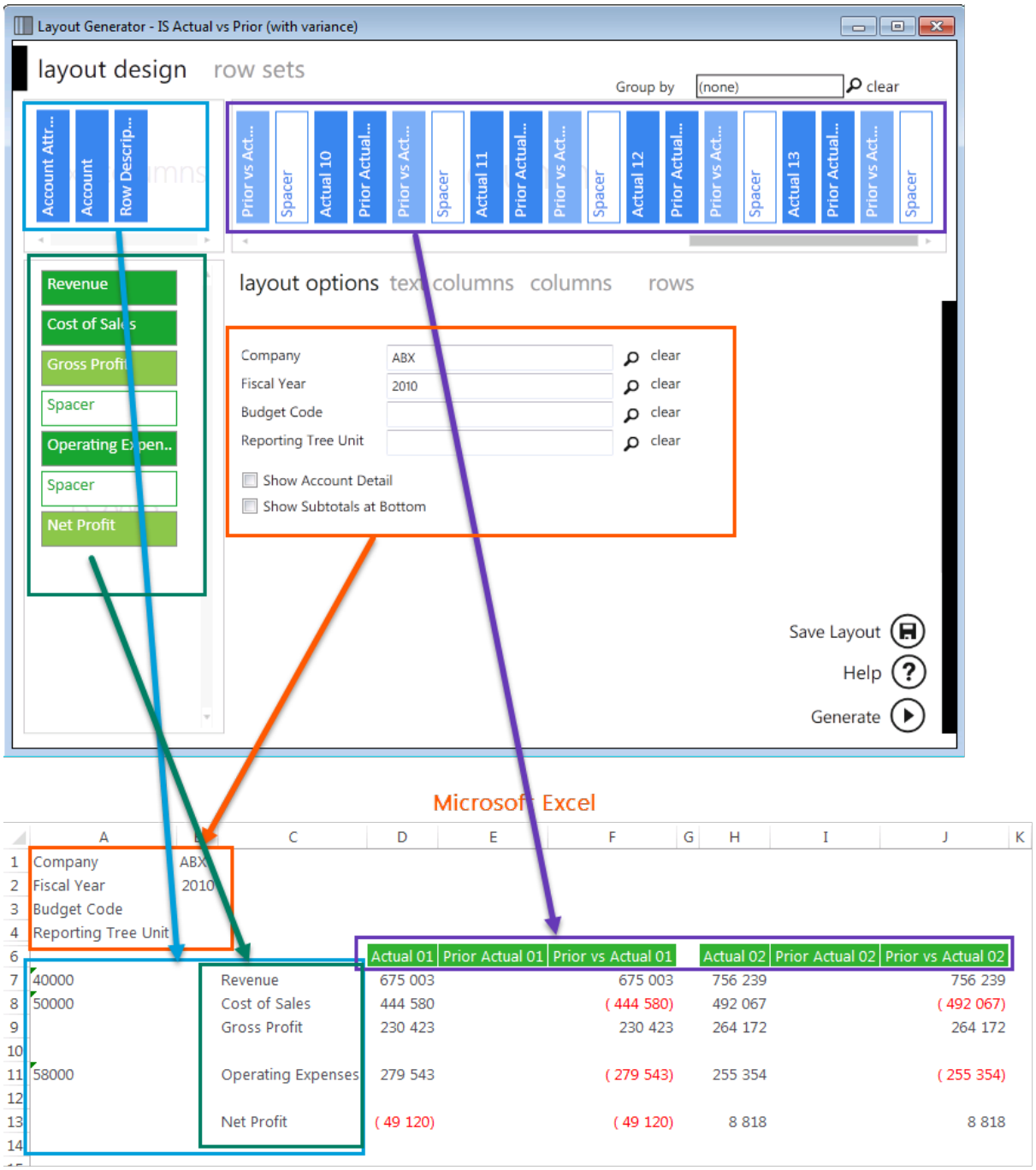
Process to Design a New Report Layout

The process to design a new report layout in the Layout Generator is as follows:

Add Layout Options	Add Text Columns	Add Columns	Select a Row Set	Add Rows	Generate Layout
These act as filters for your report data.	Indicates the descriptive text of your rows.	Indicates what you see across the top of the layout.	Selections of commonly used rows.	Indicates the rows you see down the left side.	

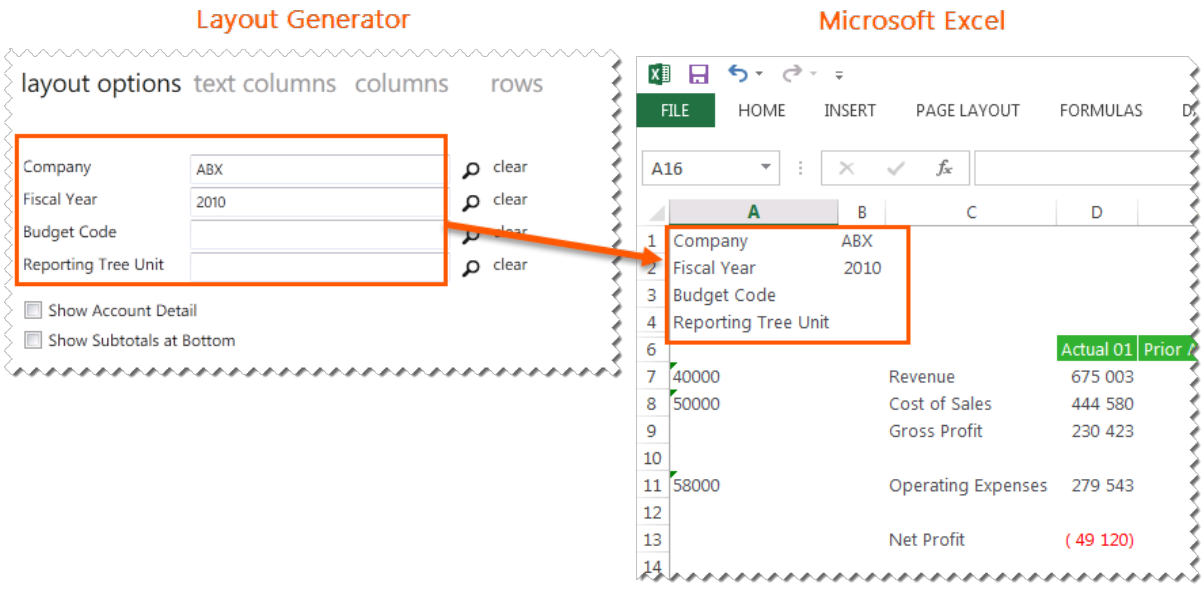


If you designed a layout using the criteria in the following layout design, it would yield the layout in Microsoft Excel. The data and fields will differ depending on the General Ledger you are using.



Setting the Layout Options

The **layout options** act as filters for your entire layout allowing you to retrieve specific data based on your selections. The layout options you select are displayed at the top of your report and can be changed in Microsoft Excel to manipulate the data being retrieved from the General Ledger.



Show Account Detail uses Microsoft Excel grouping to allow you to include individual accounts belonging to the row account rules selected. The account rules and ranges are those defined in the selected row set.

Note: Selecting this option may slow down the generation of the layout.

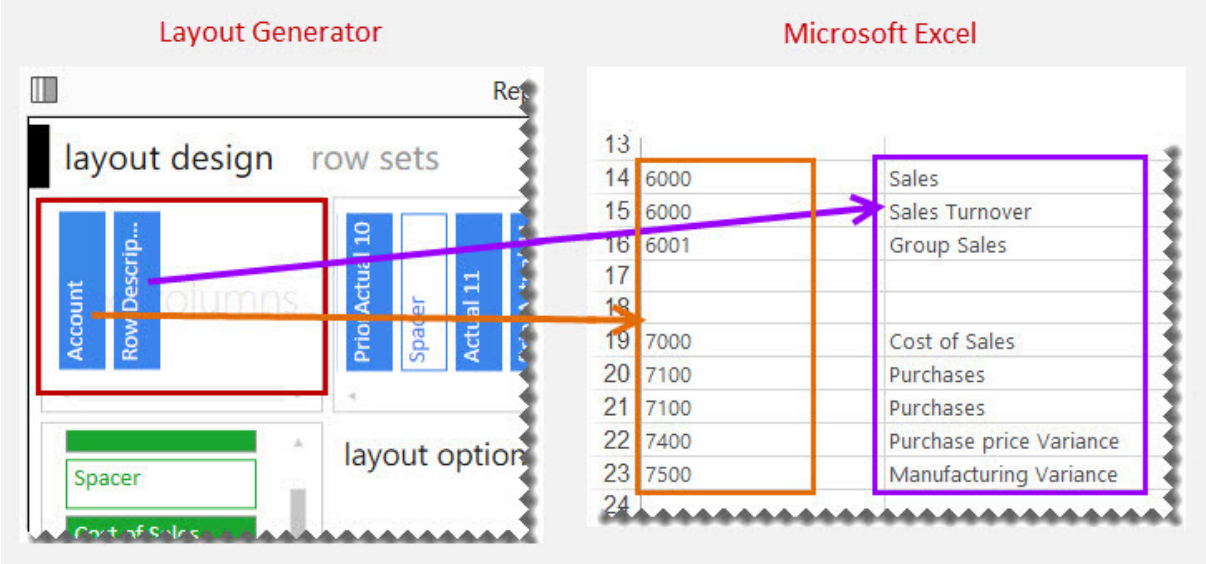
Note: The **Show Account Detail** option will be disabled if the number of GL accounts exceeds the allowable limit which prevents Microsoft Excel performance issues, as a result of inserting too many accounts into a single Excel worksheet. If you would like this function to be enabled, consider further filtering the data being provided in your report within the Report Manager.

Show Subtotals at Bottom allows you to change the default option of having subtotals show at the top of grouped rows to having them show at the bottom of grouped rows.

Note: The layout options do not support multiple company codes. In order to do multiple company consolidations, the Task Pane will need to be used.

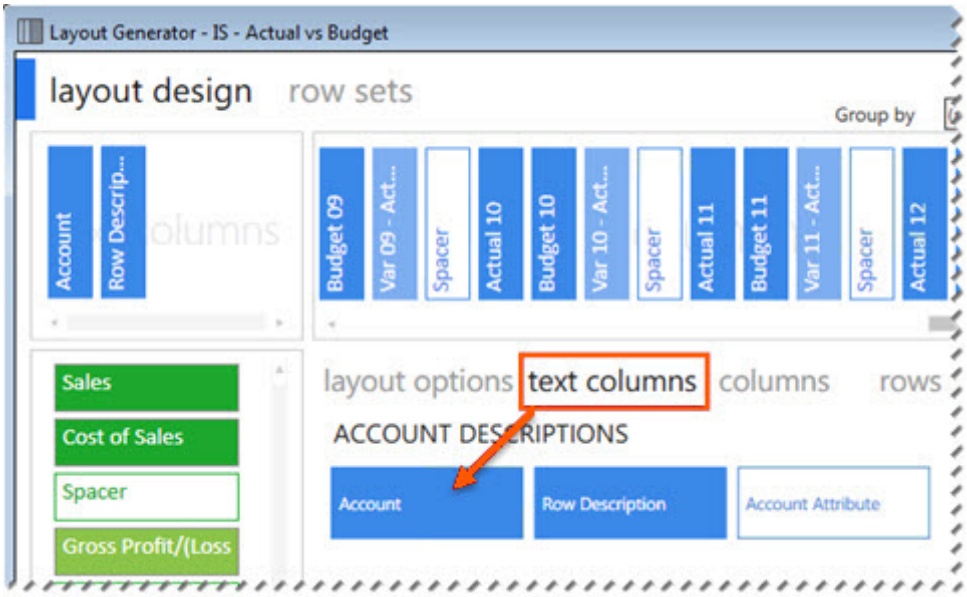
Adding Descriptive Text Columns for Rows

The Text Columns determine the descriptive text of the rows you want to view in your layout. The account number and description are typical text columns on a financial report.



To add fields to the Text Columns area:

1. Click on the required text column from the columns listed under **Text Columns**.

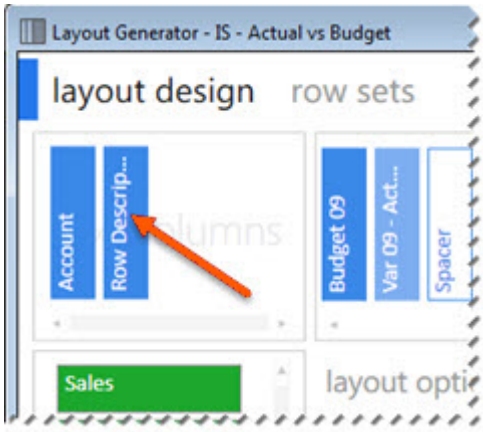


Note: Any new fields will be added to the right of the text column field selected, or the last field, in the Text Columns area of the layout designer. It will also appear in the same order in the Microsoft Excel report layout.

Tip: The order can be changed by dragging and dropping the fields in the Layout Generator Text Columns area into the correct order.

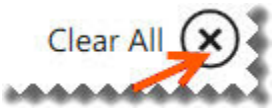
Removing a field from the Text Columns area

1. Right-click on the field in the **Text Columns** area.



Clearing all of the fields from the Text Columns area

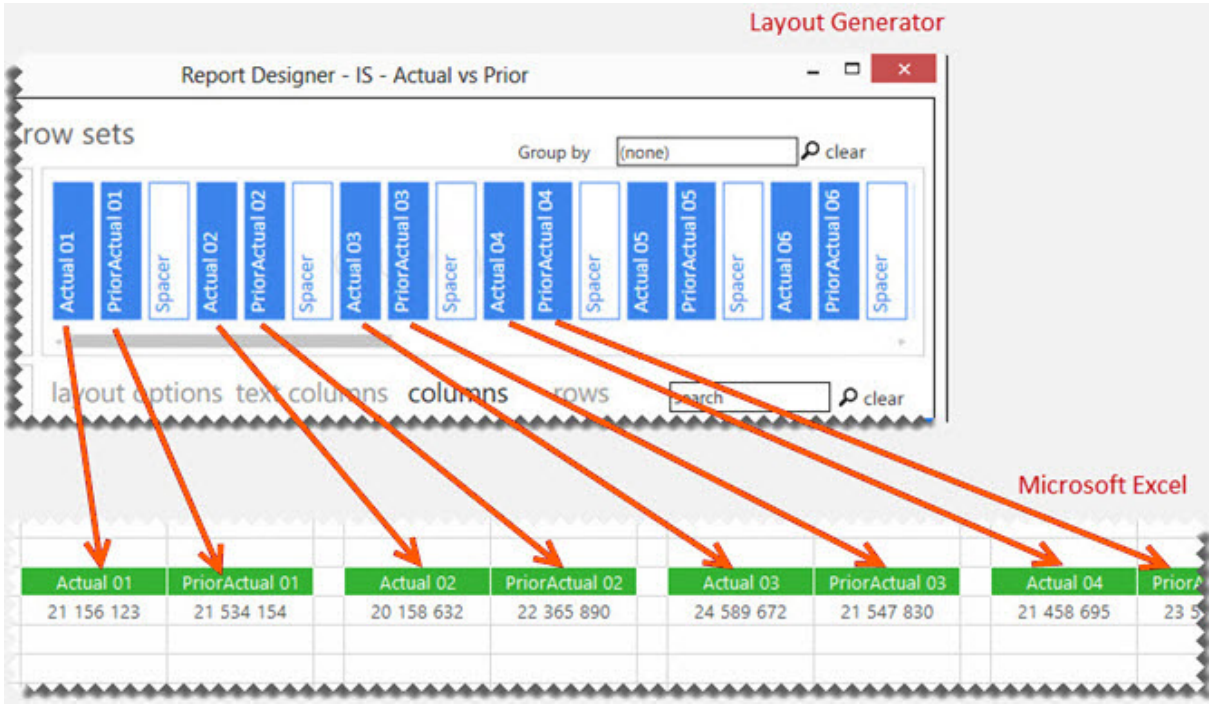
1. Click **Clear All**.



Formula Columns

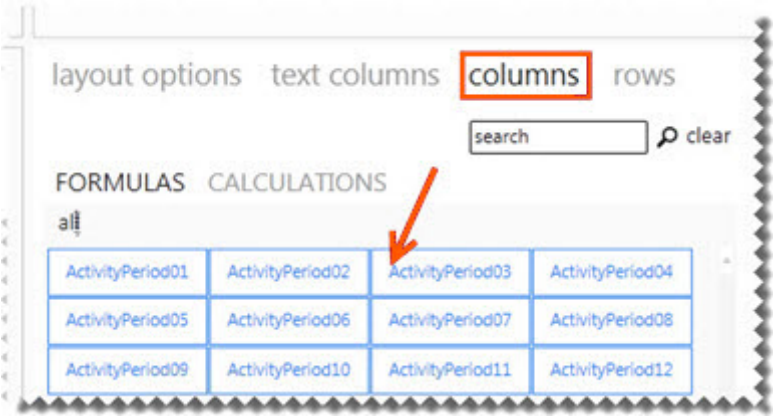
Adding and Removing Formula Columns

The Columns area determines what you see across the top of the report layout. In an income statement, this would typically be Actual, Prior and/or Budget amounts.



Adding Columns to the Columns Area

1. Click on the required formula columns listed in the **columns** tab.



2. You can neaten your report layout by adding spacers. Clicking **Add Spacer** inserts a blank column. Spacers can be dragged and dropped into position.

Removing Columns

1. To remove a single column, right-click on the column field in the Column area.

To remove all columns, select **Clear All**.

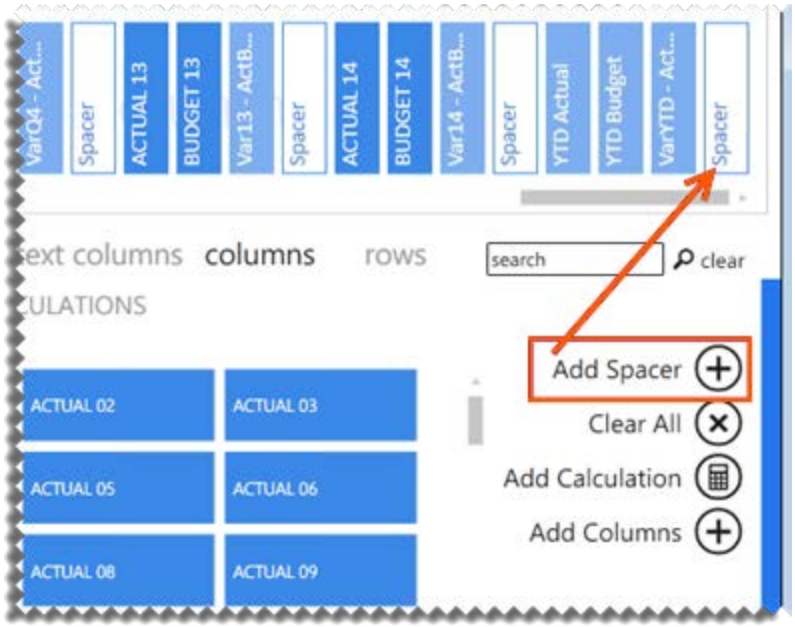
Clearing all of the fields from the Columns area

1. Click **Clear All**.

Adding a spacer to the Columns area

A spacer will insert a blank column allowing for easier analysis and/or neater report layouts.

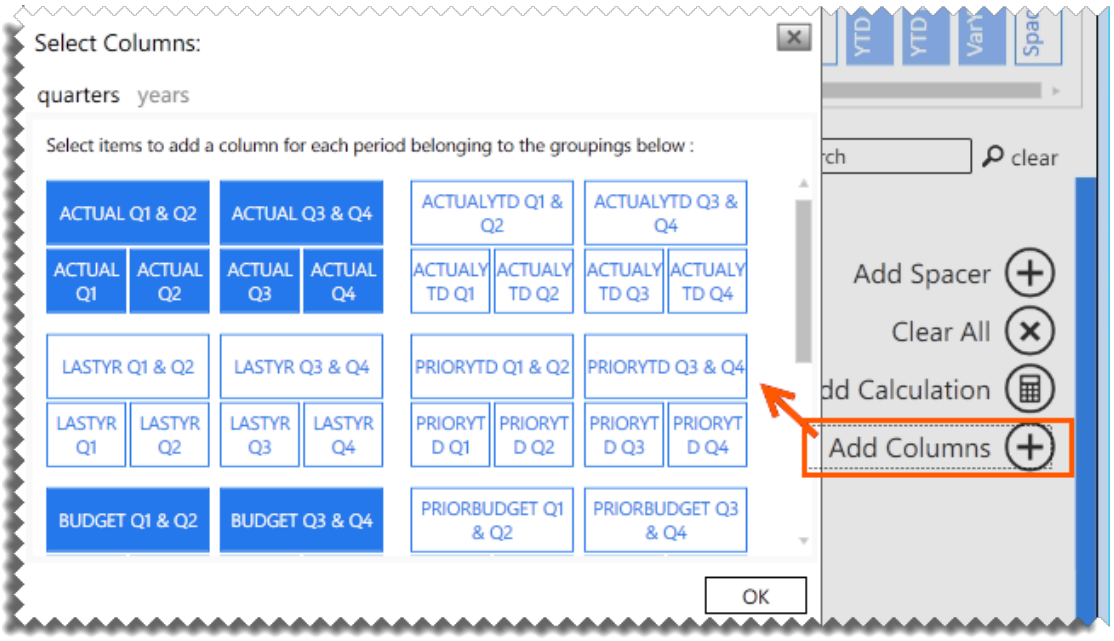
1. Click **Add Spacer**.



Adding Multiple Formula Columns for Quarters or Years

Adding multiple formula columns allows you to add formula columns for quarters, half years or full years at once, instead of adding each period formula separately.

1. Under the columns tab, select **Add Columns**.



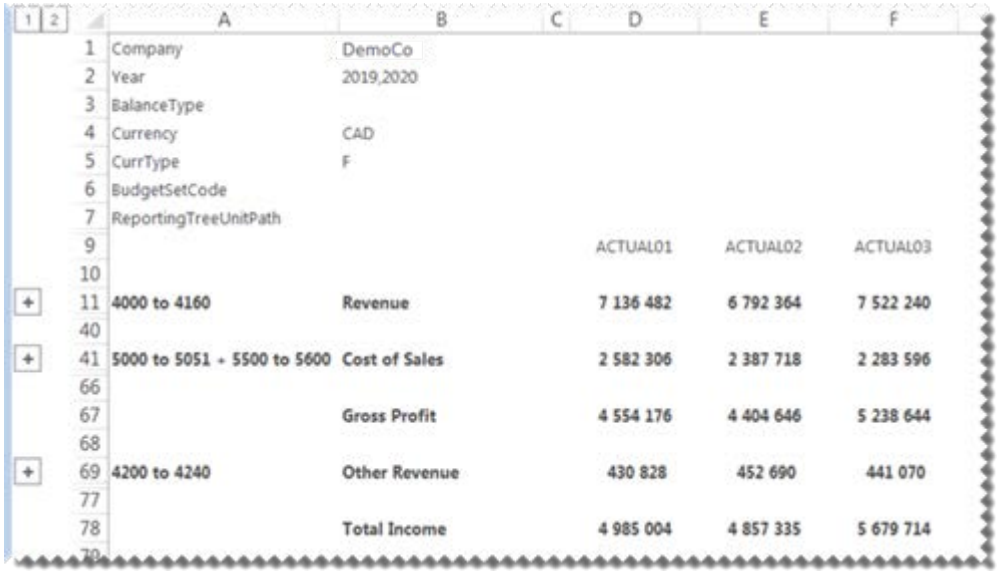
Note: Spacers need to be added manually when columns are added using the **Add Multiple** selection.

2. Select the required formula column.

Using Column Grouping

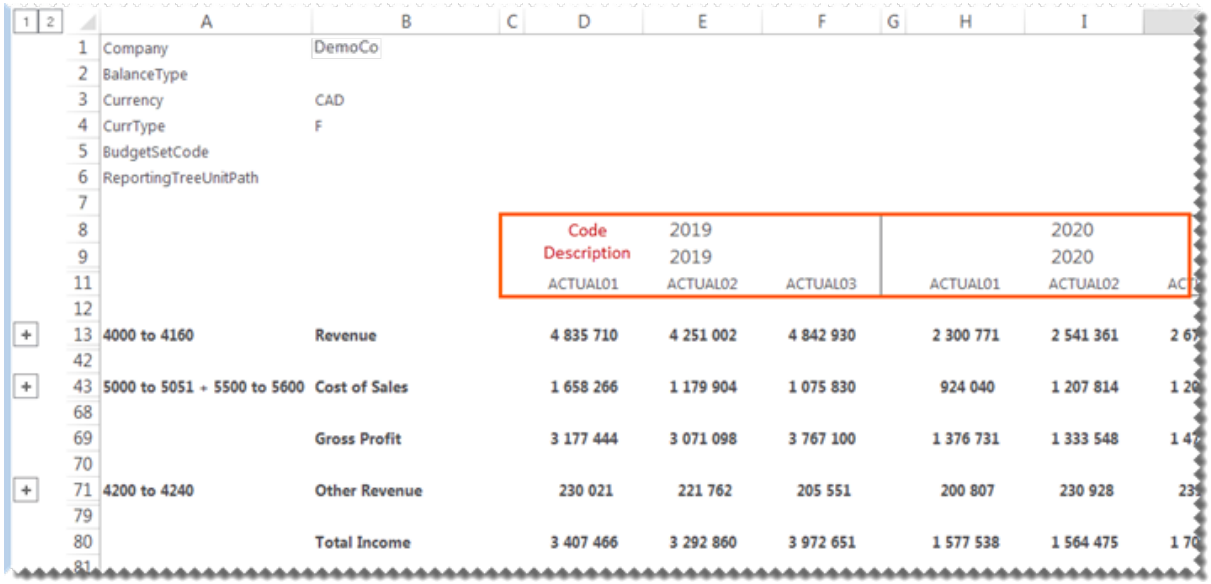
Adding a column group allows you to group multiple columns together under a single common header. This allows you to see quickly which columns fall under similar categories, for example by company, site or fiscal year.

Before adding a column group:



	A	B	C	D	E	F
1	Company	DemoCo				
2	Year	2019,2020				
3	BalanceType					
4	Currency	CAD				
5	CurrType	F				
6	BudgetSetCode					
7	ReportingTreeUnitPath					
9				ACTUAL01	ACTUAL02	ACTUAL03
10						
11	4000 to 4160	Revenue		7 136 482	6 792 364	7 522 240
40						
41	5000 to 5051 + 5500 to 5600	Cost of Sales		2 582 306	2 387 718	2 283 596
66						
67		Gross Profit		4 554 176	4 404 646	5 238 644
68						
69	4200 to 4240	Other Revenue		430 828	452 690	441 070
77						
78		Total Income		4 985 004	4 857 335	5 679 714

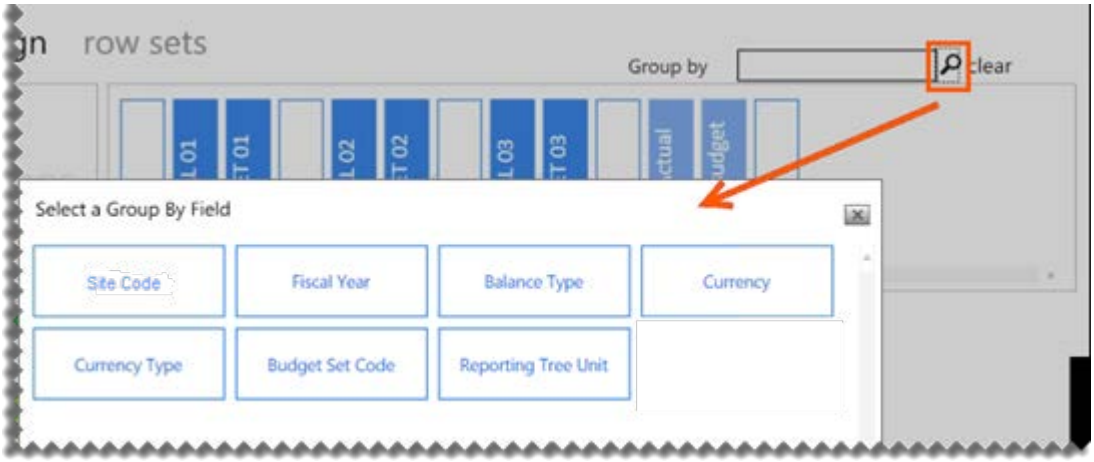
After adding the fiscal year as a column group:



	A	B	C	D	E	F	G	H	I
1	Company	DemoCo							
2	BalanceType								
3	Currency	CAD							
4	CurrType	F							
5	BudgetSetCode								
6	ReportingTreeUnitPath								
7									
8				Code	2019			2020	
9				Description	2019			2020	
11				ACTUAL01	ACTUAL02	ACTUAL03	ACTUAL01	ACTUAL02	AC
12									
13	4000 to 4160	Revenue		4 835 710	4 251 002	4 842 930	2 300 771	2 541 361	2 6
42									
43	5000 to 5051 + 5500 to 5600	Cost of Sales		1 658 266	1 179 904	1 075 830	924 040	1 207 814	1 2
68									
69		Gross Profit		3 177 444	3 071 098	3 767 100	1 376 731	1 333 548	1 4
70									
71	4200 to 4240	Other Revenue		230 021	221 762	205 551	200 807	230 928	23
79									
80		Total Income		3 407 466	3 292 860	3 972 651	1 577 538	1 564 475	1 7
81									

Adding a column grouping

1. Click the magnifying glass.



Note: There is only one level of grouping available across the top of the report.

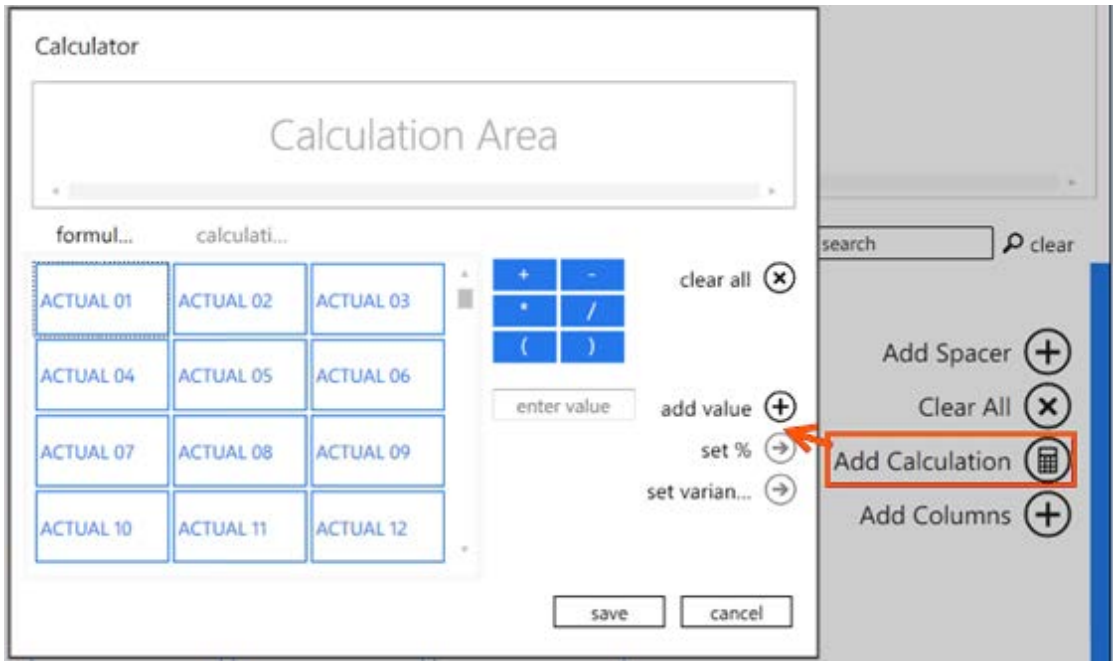
2. Select a field to group by. When the layout is generated, a heading row for the code and description will be added to the columns.

Calculation Columns

Creating New Calculations

New calculations can be added by right-clicking in the calculated items area and selecting **New Calculation** or by doing the following:

1. Select the **Columns** tab.
2. Click **Add Calculation**.



The calculator will open.

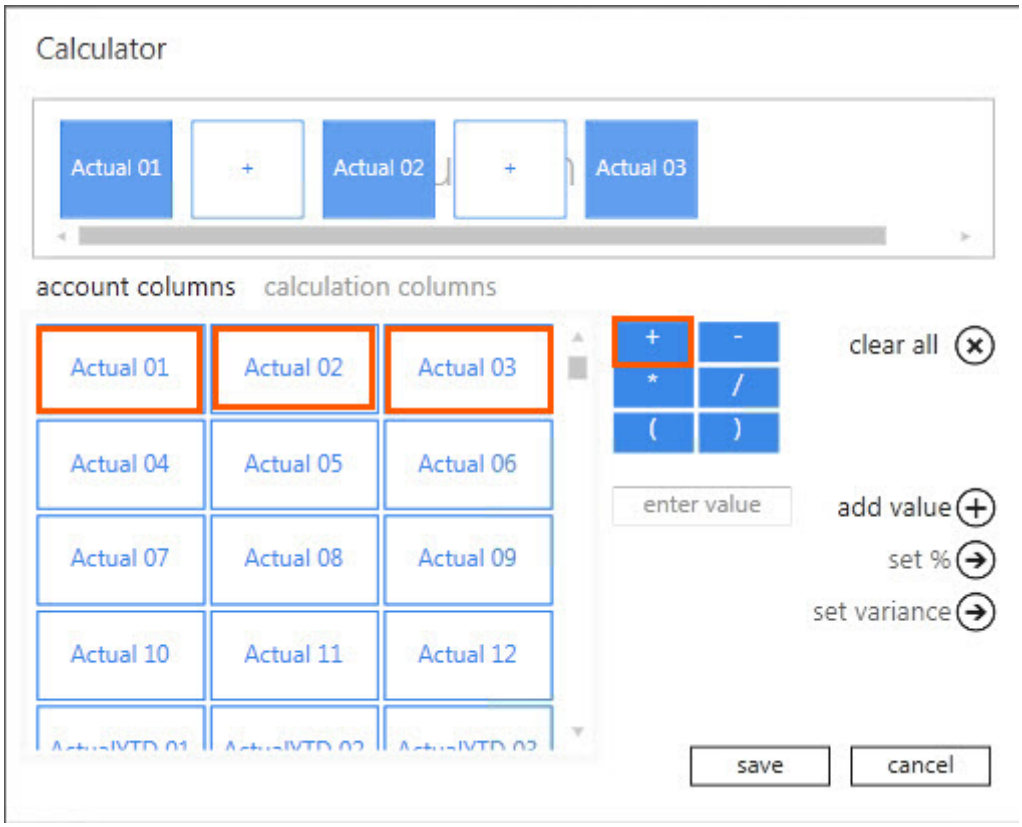
The following list explains the use of each button/feature.

Feature	Description
Clear all	Clears all fields from the Calculation Area.
Formulas	These are standard columns that can be used in formulas. When creating a formula for a column, the columns appear here, such as **Actual 01** and **Actual 02**.
Calculations	These are the calculated fields which are already created which can be used in formulas.
Functions	Include your addition, subtraction, multiply, divide and parenthesis.
Scroll bar	Scrolls between all the account items or calculation items.
Add value	Allows you to add a value in the formula you create. For example calculating GP%. You would need to include a value of 100 to build this formula (GP/Sales)*100
Save	Will save the formula you create. A window appears where you can name the formula. The formula will be saved and will appear as a button in the calculated field's area of your Layout Generator.
Set %	Displays the results of the formula as a percentage, rather than an amount.

Feature	Description
Set Variance	Changes the sign of variances amounts as per standard accounting practices, based on the type of account (See below for more details).
Cancel	Closes the calculator.

As an example, to create a formula for First Quarter.

1. Select **Actual 01**.
2. Select the plus sign (**+**).
3. Select **Actual 02.**
4. Select the plus sign (**+**).
5. Select **Actual 03.**



6. Click **Save**.
7. Enter the formula name as **1st Quarter**.

Set Variance Option

- The **set variance** option caters for standard accounting calculations.
- The Variance calculation is based on the Account Type.

Set Variance Example

	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	50

1. In the above scenario, the variance for Sales is a good variance – actual sales are higher than budgeted sales; however, the variance for Cost of Sales is a bad variance – actual cost of sales are higher than budgeted cost of sales.
2. When selecting, the **set variance** option, in this scenario, the Sales variance would display as a positive amount, and the Cost of Sales variance as a negative amount, as shown below.

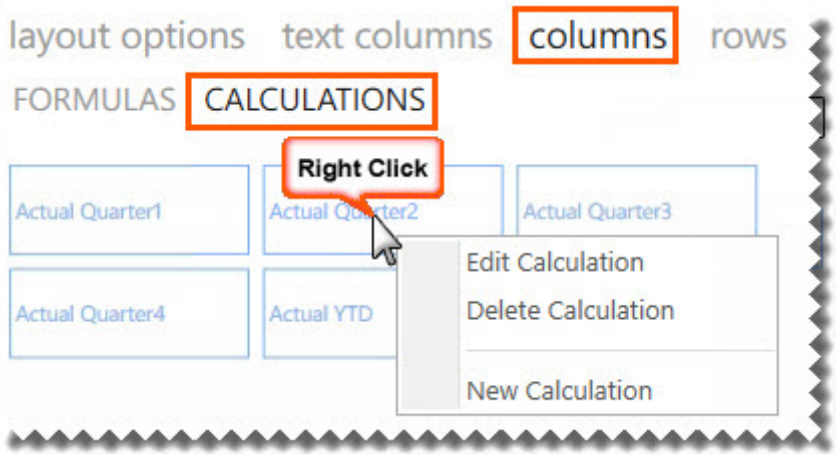
	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	**-50**

Managing Calculation Columns

Calculated fields are available as standard with the Report Designer report layouts, however calculated fields can be added, edited or deleted.

Accessing Calculated Fields

1. In the Columns Area, click **Calculations**.
2. Right-click in the calculated fields' area.



3. You can now Edit, Delete or create a New Calculation.

Deleting a Calculated Field

1. Select **Delete Calculation.**
2. A confirmation message will appear. Select **Yes**.

Editing a Calculated Field

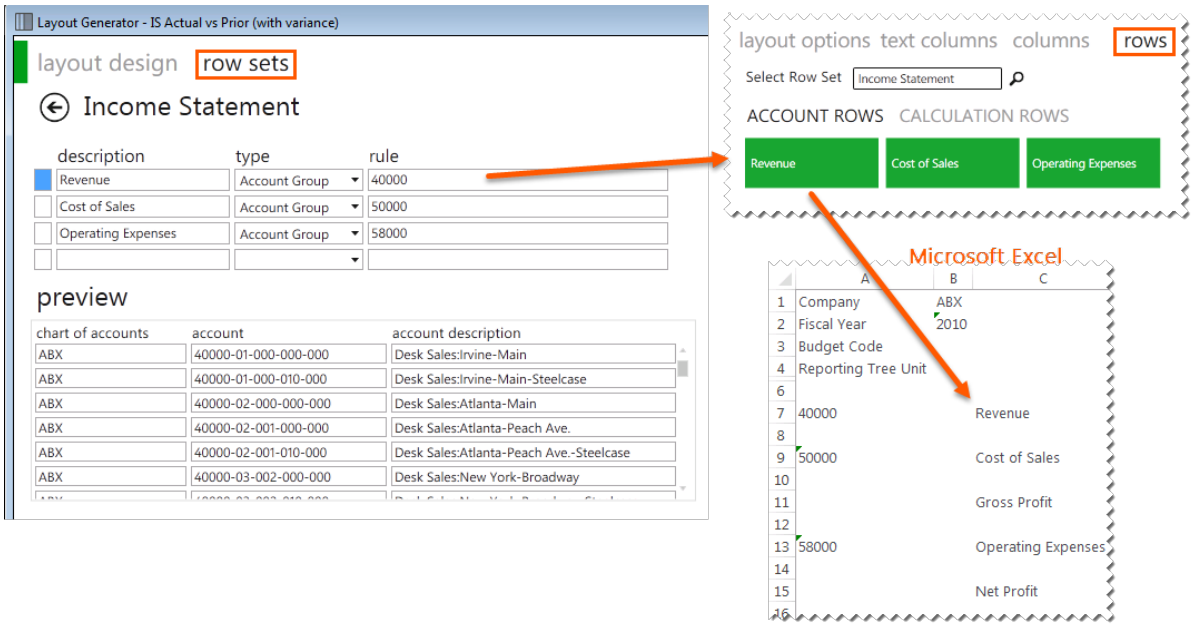
1. Select **Edit Calculation**.
2. The Calculator will open allowing you to edit the currently selected formula.

Row Sets

The Row Set is a collection of row groupings based on account rules and ranges, and represents the row titles down the left-hand side of the page.

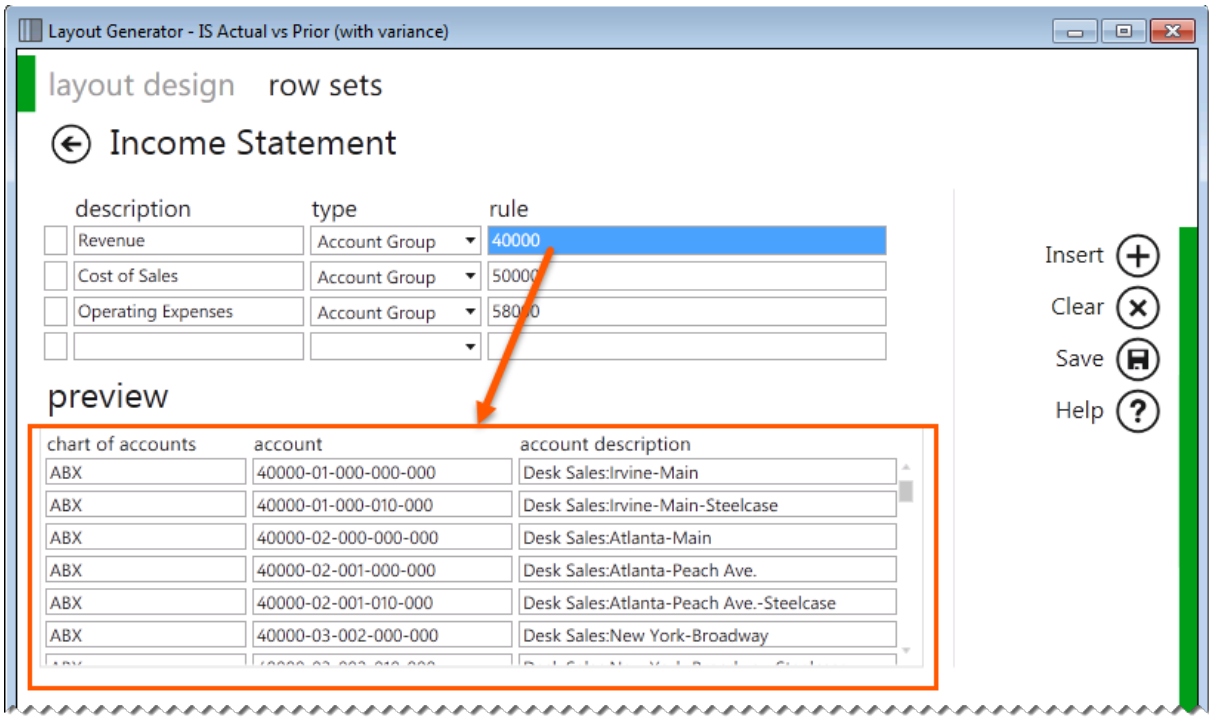
The purpose of using Row Sets

Row Sets allow you to create rules to include accounts that would commonly be used on several layouts of similar types, for example income statements. Row sets can be based on Accounts, Account Groups, Account Types, Account Categories or Rollup Types. The rows you are able to select in the rows tab is dependent on the row set you have selected.



Row sets are set before creating layouts but they can be added/edited during the layout design process.

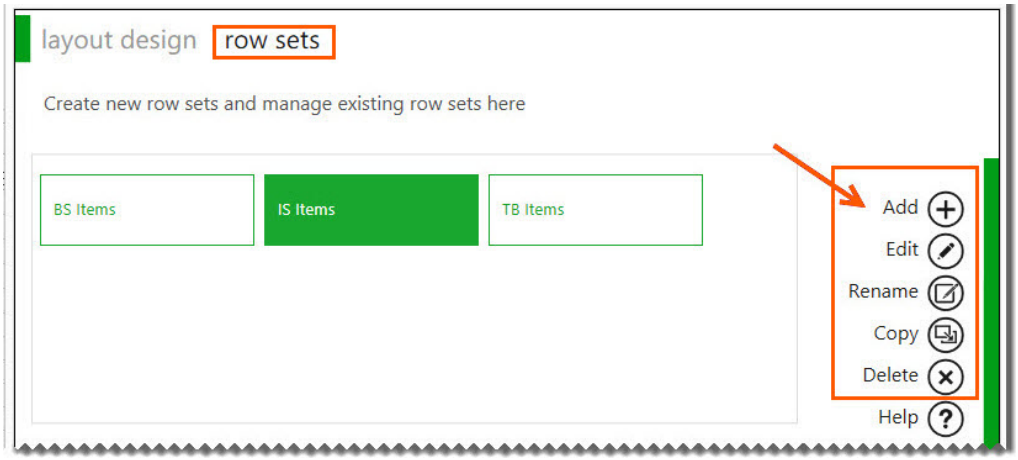
The **Preview** allows you to view all of the accounts which will be filtered by the selected account rule. Always check the preview to ensure all of the accounts you are wanting are included.



Note: The Preview is limited to 1000 records to optimize performance.

Accessing Row Sets

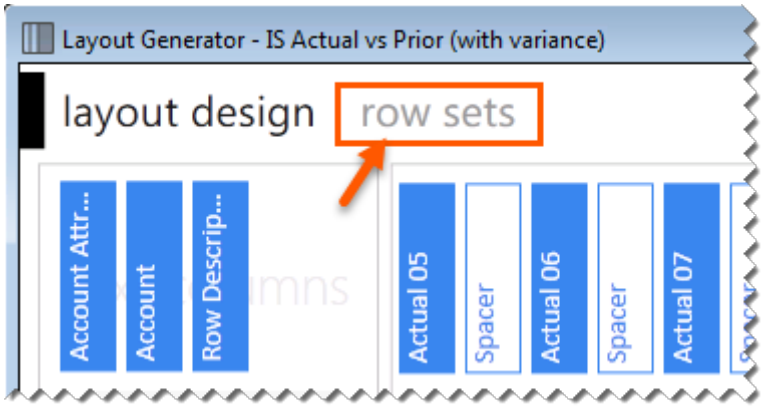
1. From the Layout Generator, select **row sets**. You may now:
   - Add new Row Sets
   - Edit existing Row Sets
   - Rename Row Sets
   - Copy Row Sets
   - Delete Row Sets



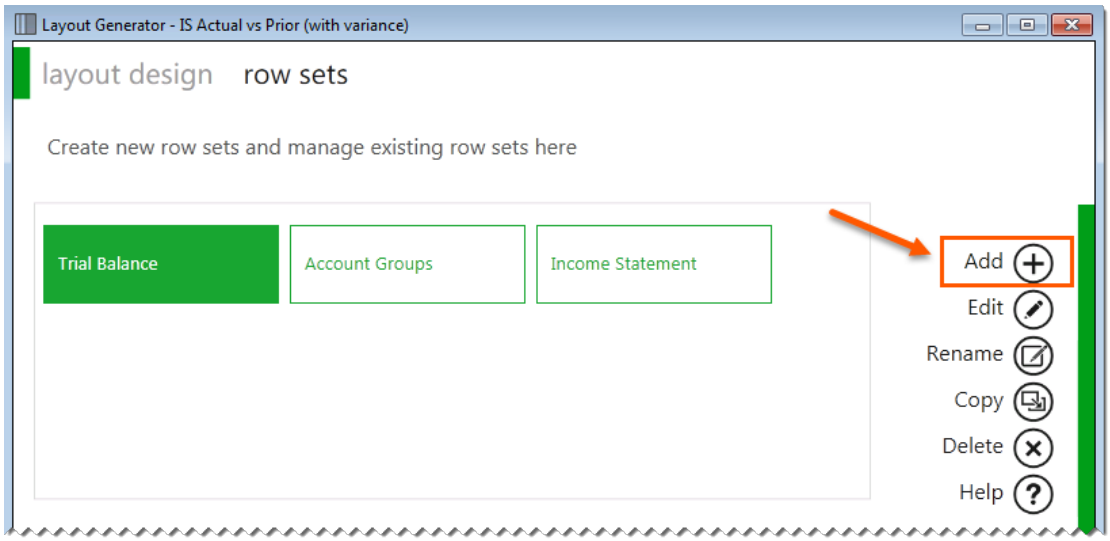
Managing Row Sets

Adding a New Row Set

1. From the Layout Generator, select **row sets**.

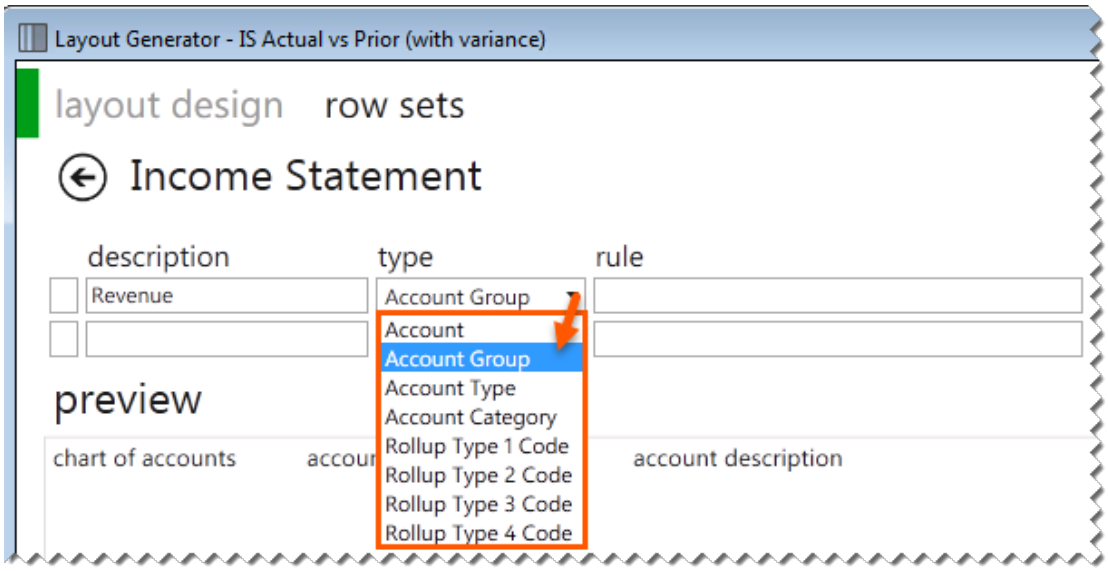


2. Select **Add**.



3. Type a descriptive row set name. For example, **Income Statements** or **Balance Sheets**.
4. Under description, add an account rule description. For example, **Revenue**.

5. Select a rule type from the drop down menu.



6. Add the account rule. There are a variety of options available when setting up rules. You can use full account numbers, a range of account numbers for example from **1500 to 1730**, the plus sign to include account numbers, or the minus sign to exclude account numbers from the range. You can also use wildcards and account delimiters in your rules. Notice how the Preview window updates with all of the accounts that are going to be included in this rule.
7. Repeat from step 4 for all additional account rules you're going to need for your report layout based on this row set.
8. Click **Save**.
9. Click **OK**.

Editing an Existing Row Set

1. From the Layout Generator, select **row sets**
2. Select **Edit**.
3. Make the necessary changes.
4. Click **Save**.
5. A confirmation message will appear. Click **OK**.

Renaming an Existing Row Set

1. From the Layout Generator, select **row sets**
2. Select **Rename**.
3. Type in the new name for the row set.
4. Select **OK**.

Deleting a Row Set

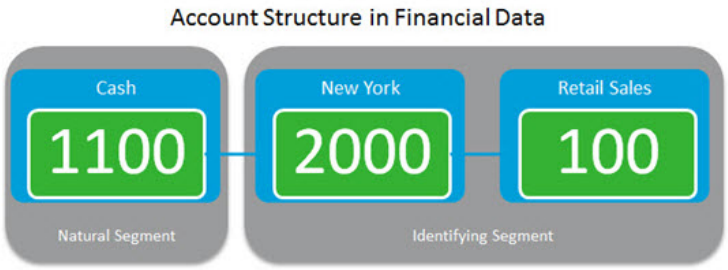
1. From the Layout Generator, select **row sets**
2. Select **Delete**.
3. A confirmation message will appear.
4. Select **Yes**.

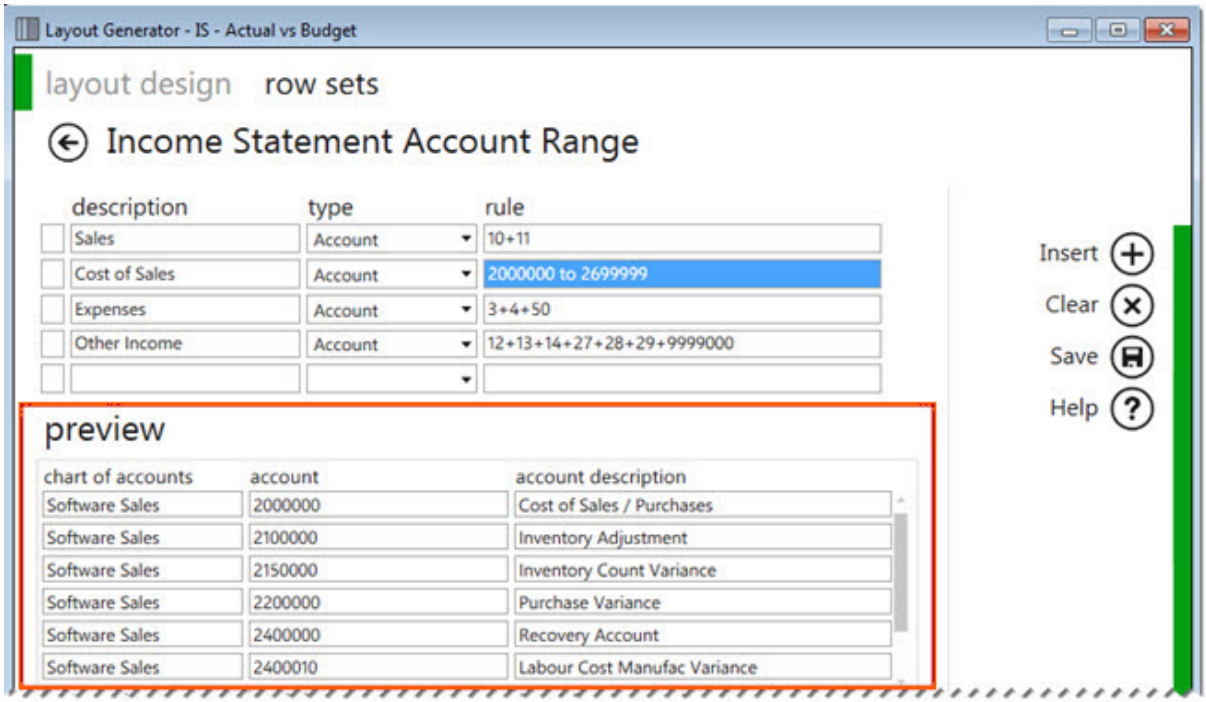
Using Account Ranges in Row Sets

Row set account rules can be created 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.

Account ranges can be used in combination with wildcards and mathematical formulas. When a single-segment or **multi-segment** range includes wildcard characters (?), Sage Intelligence Reporting determines the low and high ends of the range, and then includes all values between those ends, inclusive.

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.





Filter	Description	Result
200-00-00 to 220-00-00	Filter all accounts from 200-00-00 up to and including 220-00-00	200-00-00, 200-00-01 200-00-02 up to 220-00-00
400-??-20 to 400-??-20	Filter accounts with first segment of 400 and last segment of 20 with any second segment of two digits	400-00-20, 400-01-20 400-02-20 up to 400-99-20
4?5-00-00 to 4?5-03-03	Filter accounts with first segment ranging from 405 up to and including 495 and second and third	Sage Intelligence Reporting will determine the low end of the

segments ranging from 00-00 up to and including 03-03.

Tip: If you wanted to only include accounts with the first segment starting with a 4 and ending with a 5, you could use a reporting tree unit with a filter of 4?5-??-?? to further filter the results.

range which is 405-00-00 and the high end of the range which is 495-03-03 and return all accounts between the ends inclusive. 405-00-00 up to and including 495-03-03 which would include for example, account 406-01-02.

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

Note: The use of a space on either side of **to** is required in order for the formula to be correctly recognized.

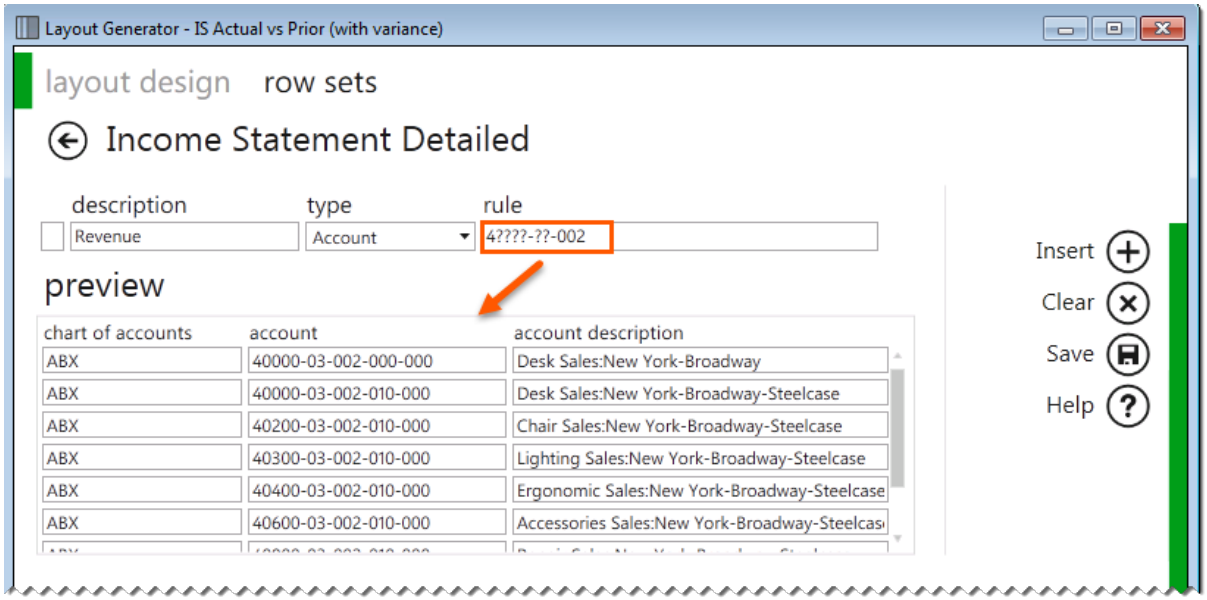
Using Wildcards in Row Sets

Row set account rules can be created using special characters as a way to filter multiple account segment values without specifically naming each one. When you enter either a segment value or a full account number, you can place a wildcard character, which is the question mark (?), in any position of a segment. For example, if the row definition contains only the Main account segment (assuming a four-character Main segment), entering 4**???** in a row, all accounts whose Main segment value begins with a 4 will be included.

Sage Intelligence Reporting replaces each question mark (?) with the entire range of possible values, including letters and special characters. For example, in the range from **12?0 TO 12?4**, Sage Intelligence Reporting replaces the question mark in 12?0 with the lowest value in the character set, and replaces the question mark in 12?4 with the highest value in the character set.

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

Wildcards can be used in combination with account ranges and mathematical calculations. When a single-segment or **multi-segment** range includes wildcard characters (?), Sage Intelligence Reporting determines the low and high ends of the range, and then includes all values between those ends, inclusive.



A question mark (?) is a placeholder in an account segment. Multiple questions marks can be used to specify a minimum number of characters in an account segment.

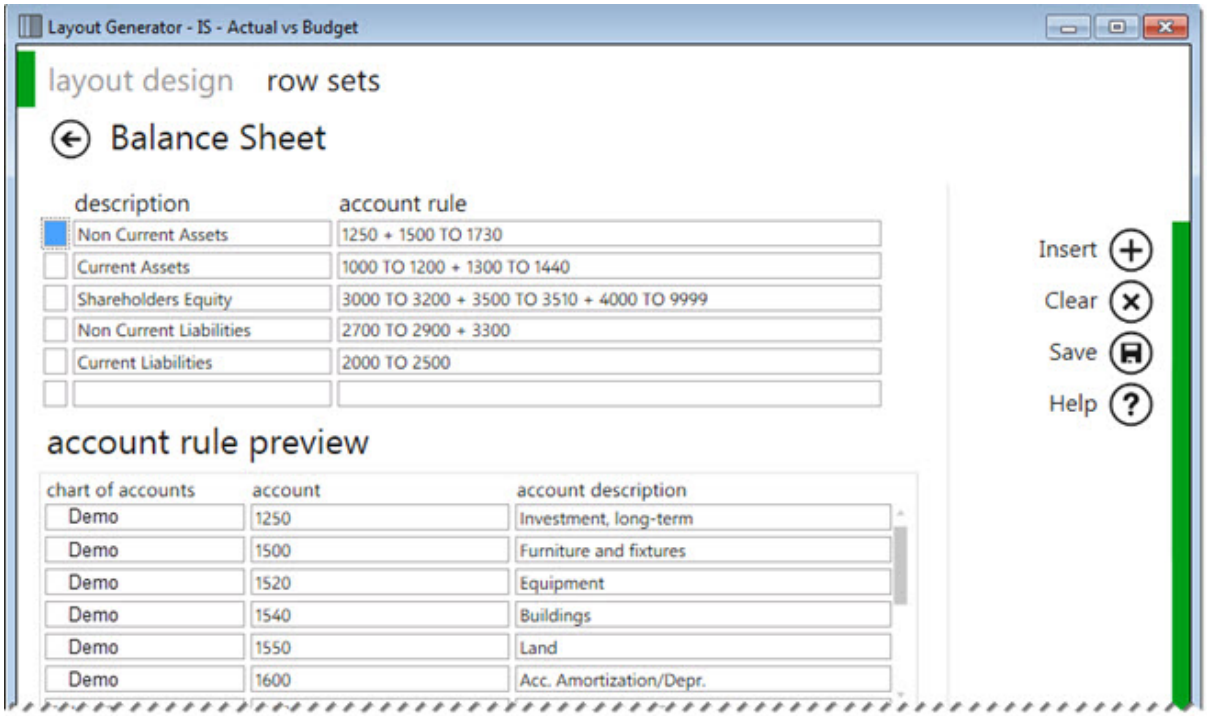
Filter	Description	Results may include:
4?	Filter all Account Numbers beginning with 4	4000 4000-100 4000-100-10
4????	Filter Account Numbers beginning with 4 and has a minimum of 4 characters thereafter	4000-100 4000-100-10
4000-???-1?	Filter Account Numbers with first segment of 4000, second segment of 3 characters and last segment beginning with 1.	4000-100-10 4000-200-10
20-2001-?	Filter all accounts beginning with segments **20-2001-**	20-2001-000-00-A-AAA up to

Filter	Description	Results may include:
		20-2001-999-99-Z-ZZZ
20-2001-???-00-A-COM	Filter all accounts beginning with segments **20-2001-** and ending with **-00-A-COM**	20-2001-000-00-A-COM up to 20-2001-999-00-A-COM
40000-??	Filter all accounts beginning with segment 40000-	40000-AA up to 40000-ZZ
40000-S?	Filter all accounts beginning with 40000-S	40000-SA to 40000-SZ or 40000-S1 to 40000-S9
40?00-AA	Filter all accounts beginning with **40** and ending with **00-AA**	40000-AA to 40900-AA
24400?	Filter all accounts beginning with **24400**	All accounts starting with 244000 up to 244009 with any characters thereafter.
4?00 TO 5?00	In a single segment range, filter accounts ranging from 4000 to 5900. **Tip**: If you wanted to only include accounts ending with 00, you could create a reporting tree unit with a filter of ??00 to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 4000 and the high end of the range which is 5900 and return all accounts between the ends inclusive. 4000 up to and including 5900, which would include for example, account 4655.
4?5-00-00 to 4?5-03-03	Filter accounts with first segment ranging from 405 up to and including 495 and second and third segments ranging from 00-00 up to and including 03-03. **Tip**: If you wanted to only include accounts with the first segment starting with a 4 and ending with a 5, you could create a reporting tree unit with a filter of 4?5-??-?? to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 405-00-00 and the high end of the range which is 495-03-03 and return all accounts between the ends inclusive. 405-00-00 up to and including 495-03-03 which would include for example, account 406-01-02.

Using Mathematical Calculations in Row Sets

Row set account rules can be created using mathematical calculations. This includes addition and subtraction.

Mathematical calculations can also be combined with account ranges.



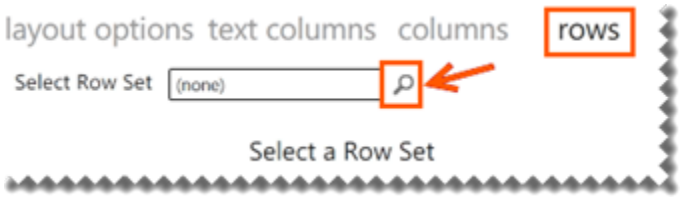
Note: The use of a space on either side of the **+** or **–** is required in order for the formula to be calculated correctly. Brackets are also supported thus calculations in brackets (parenthesis) are calculated first.

Adding and Removing Account Rows

Before you can add rows into the Row area you will need to select a Row Set. If you do not have a row set available, you can add one by using the row sets tab at the top of the window. The row set determines the rows that will be available for you to select in the rows tab.

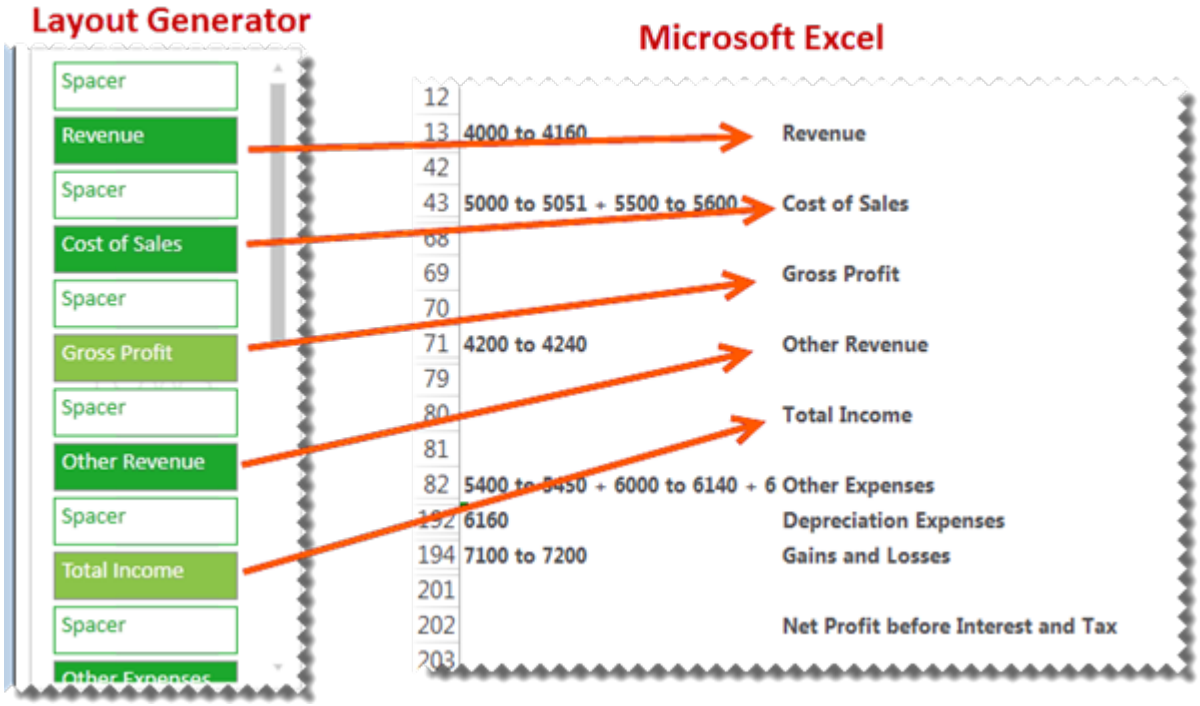
Selecting a Row Set

1. In the rows tab, click the magnifying glass to view the available row sets.



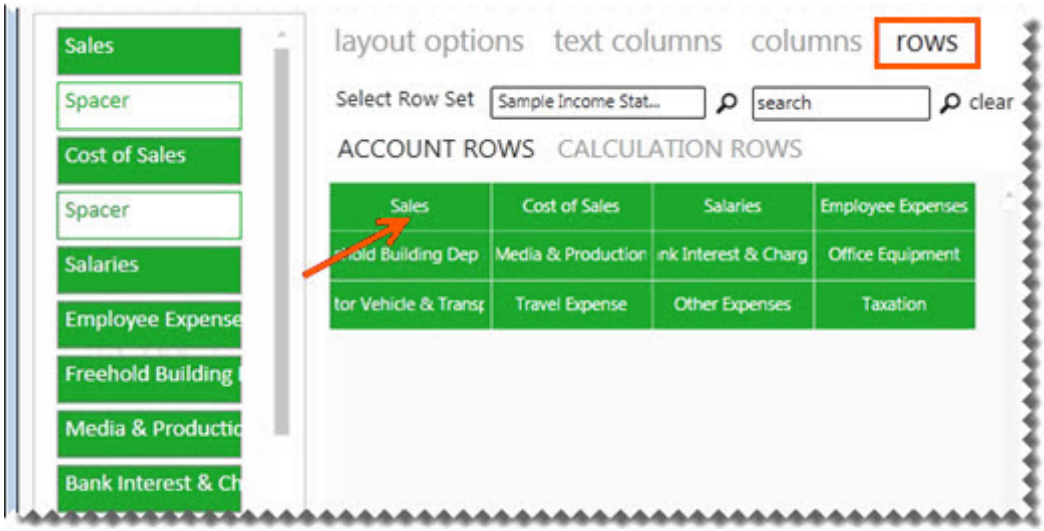
2. Select a row set.

The Rows area determines what you see down the left side of the report layout.



Adding Rows

1. Click on the fields from the Rows tab to add them into the rows area. You can also click on fields from the standard calculated row fields. These standard calculated fields ship with the Report Designer layouts but you are able to edit, add new, or delete calculated fields.



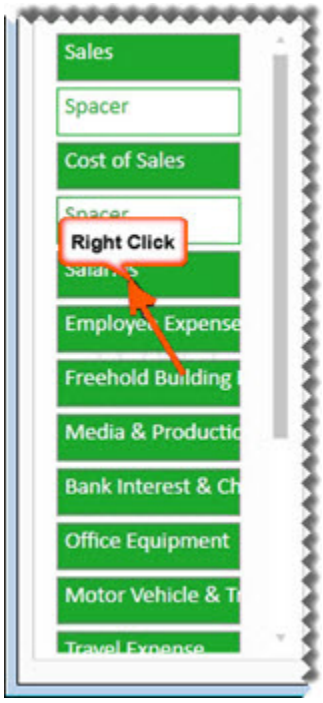
Note: Any new fields will be added to the bottom of the Rows area or above the last field selected. It will also appear in the same order in the Microsoft Excel report layout.

Tip: The order can be changed by dragging and dropping the fields in the Layout Generator Rows area into the correct order.

2. You can add spacers by clicking **Add Spacer** which adds a blank row in your report layout. Spacers can be dragged and dropped into position to neaten your report layout.

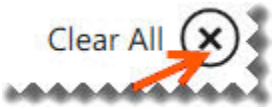
Removing a Single Row

1. To remove a single row, you can right-click on the row in the Rows area.



Clearing all of the fields from the Rows area

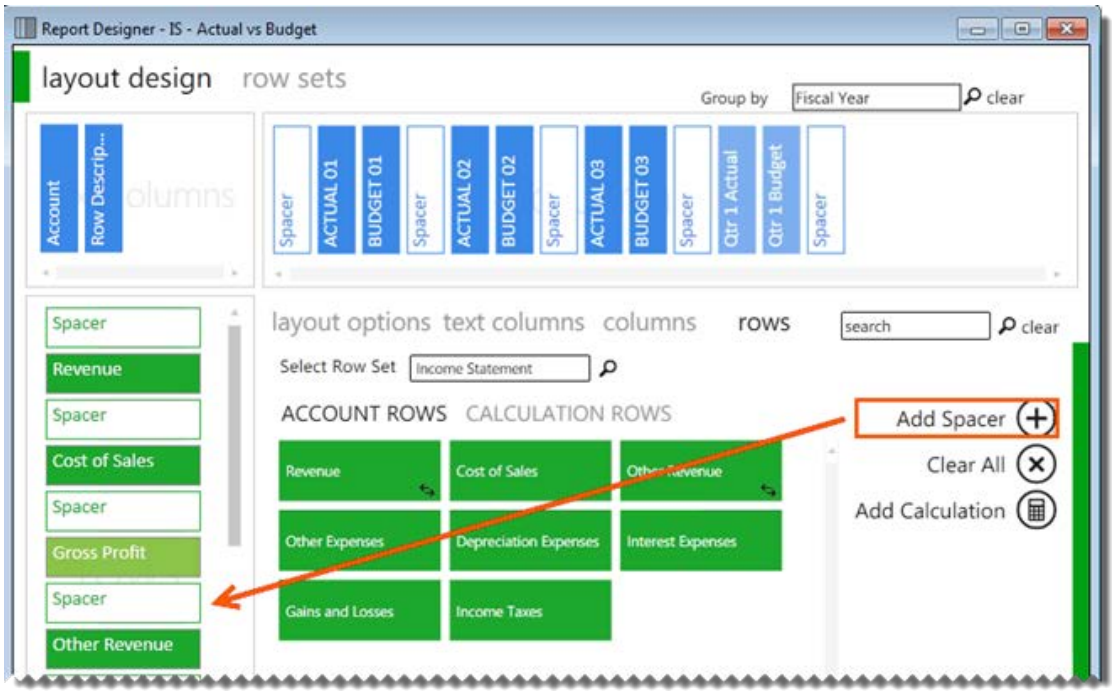
1. Click **Clear All**.



Adding a spacer to the Rows area

A spacer will insert a blank row allowing for easier analysis and/or neater report layouts.

1. Click **Add Spacer**.

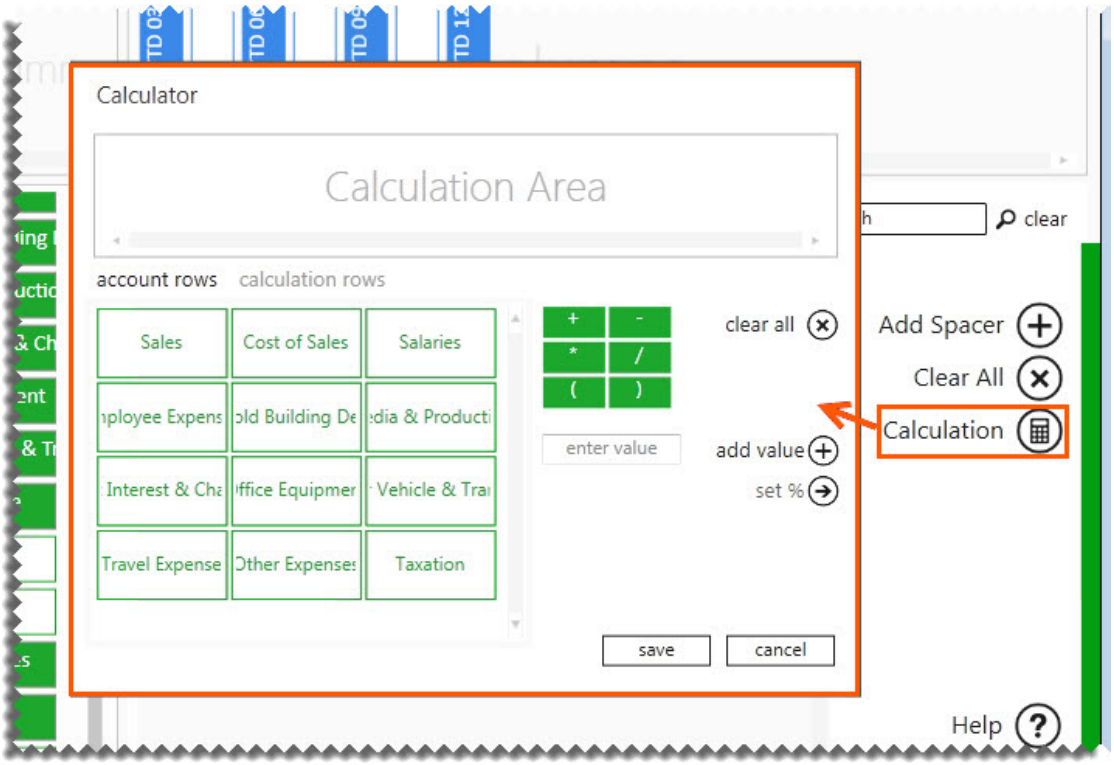


Calculation Rows

Creating New Calculation Rows

New calculations can be added by right-clicking in the calculated items area and selecting **New Calculation** or by doing the following:

1. Select the **Rows** tab.
2. Click **Add Calculation**.



The calculator will open.

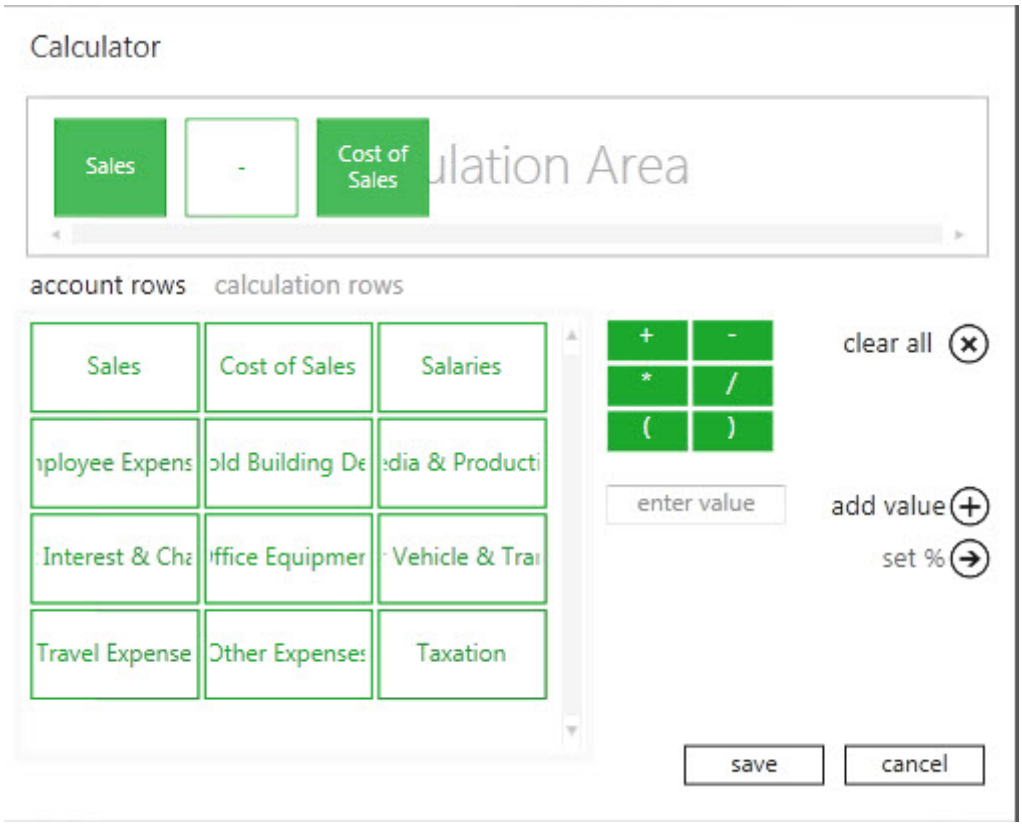
The following list explains the use of each button/feature.

Feature	Description
Clear all	Clears all fields from the Calculation Area.
Account columns	These are standard rows that can be used in formulas. When creating a formula for a row, the rows appear here, such as Sales and Cost of Sales.
Calculation columns	These are the calculated fields which are already created which can be used in formulas.
Functions	Include your addition, subtraction, multiply, divide and parenthesis.
Scroll bar	Scrolls between all the all the saved standard items.
Add value	Allows you to add a value in the formula you create. For example calculating GP%. You would need to include a value of 100 to build this formula (GP/Sales)*100
Save	Will save the formula you create. A window appears where you can name the formula. The formula will be saved and will appear as a button in the calculated field's area of your

Feature	Description
	Layout Generator.
Set %	Displays the results of the formula as a percentage, rather than an amount.
Cancel	Will close the calculator.

As an example, to create a formula for Gross Profit.

1. Select **Sales**.
2. Select the minus sign (**-**)
3. Select **Cost of Sales**.



4. Select **Save**.
5. Enter the formula name as **Gross Profit**.

Managing Calculation Rows

Calculated fields are available as standard with the supplied row sets, however you will need to add your own calculated fields to any new row sets you add.

Accessing calculated fields

1. In the Rows Area, click **Calculation Rows**.
2. Right-click in the calculated fields' area.
3. You can now Edit, Delete or create a New Calculation.

Deleting a calculated field

1. Select **Delete Calculation.**
2. A confirmation message will appear. Select **Yes**.

Editing a calculated field

1. Select **Edit Calculation**.
2. The Calculator will open allowing you to edit the currently selected formula.

Converting a Negative Number to Positive

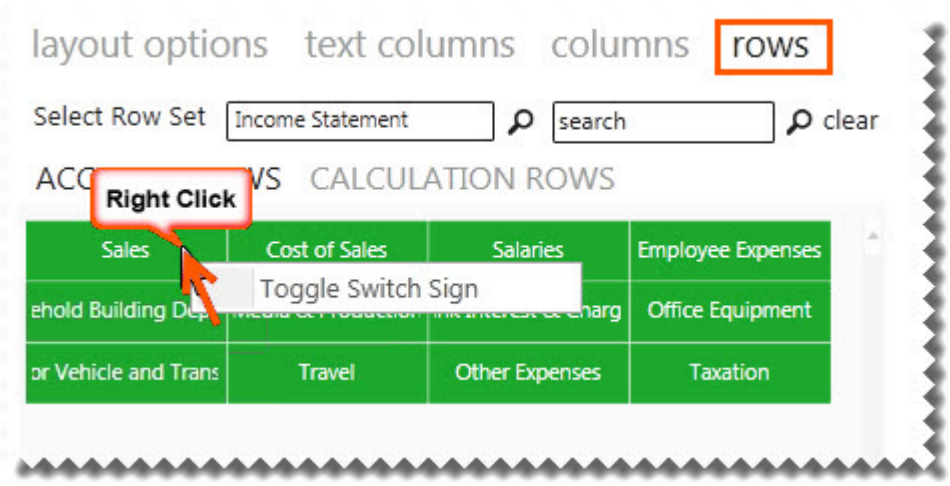
In the Layout Generator, when you generate a pre-defined layout, you will notice that certain fields in the row set show as a negative value, in particular, sales accounts which are stored as negative values in Sage 100 ERP.

By default the field's sign status will be the same as that of the underlying data – for sales accounts this will be negative values. You have the option to change the sign of any of these fields to a positive.

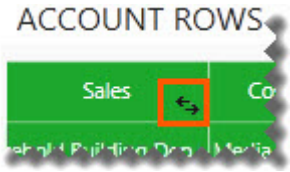
This is important for accounts with credit values such as income accounts. Without this option, these accounts would appear as negative amounts; whereas, most financial statements show sales, for example, as positive amounts.

Switching the sign of fields

1. Right-click on the field that you want to change the sign of.



2. Click on **Toggle Switch Sign**. This will then switch the sign of this field from its default value in the underlying data. If it is negative, it will become positive, and vice versa. An icon will appear indicating that the sign has been switched.



Example: Before switching the sign on **Revenue**:

	ACTUAL01	ACTUAL02	ACTUAL03
Revenue	**(7 136 482)**	**(6 792 364)**	**(7 522 240)**
Cost of Sales	**2 582 306**	**2 387 718**	**2 283 596**
Gross Profit	**(9 718 788)**	**(9 180 082)**	**(9 805 836)**

After switching the sign on **Revenue**:

	ACTUAL01	ACTUAL02	ACTUAL03
Revenue	**7 136 482**	**6 792 364**	**7 522 240**
Cost of Sales	**2 582 306**	**2 387 718**	**2 283 596**
Gross Profit	**4 554 176**	**4 404 646**	**5 238 644**

Learn More:

Reversing Negative Numbers using formulas added by the Report Designer in Excel.

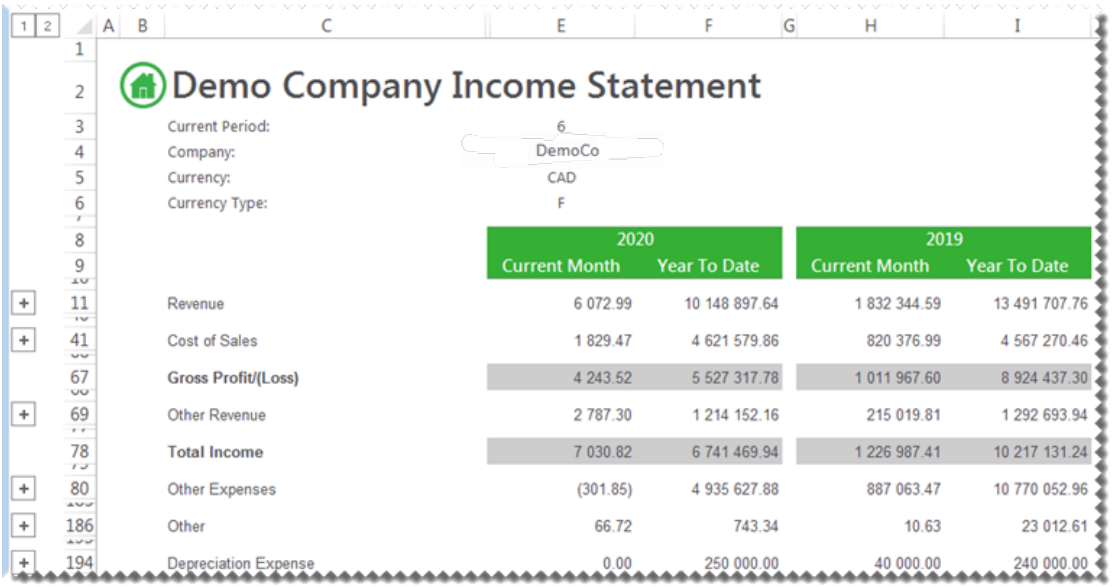
Generating your Layout

Once you have designed your new layout as per your specific requirements, you can generate your layout.

1. Select **Generate Layout.**

Once you have generated your layout, your report layout is opened as per your design in Microsoft Excel.

2. You can then customize it further if required, for example by adding your company branding.



Demo Company Income Statement

Current Period:	6	
Company:	DemoCo	
Currency:	CAD	
Currency Type:	F	

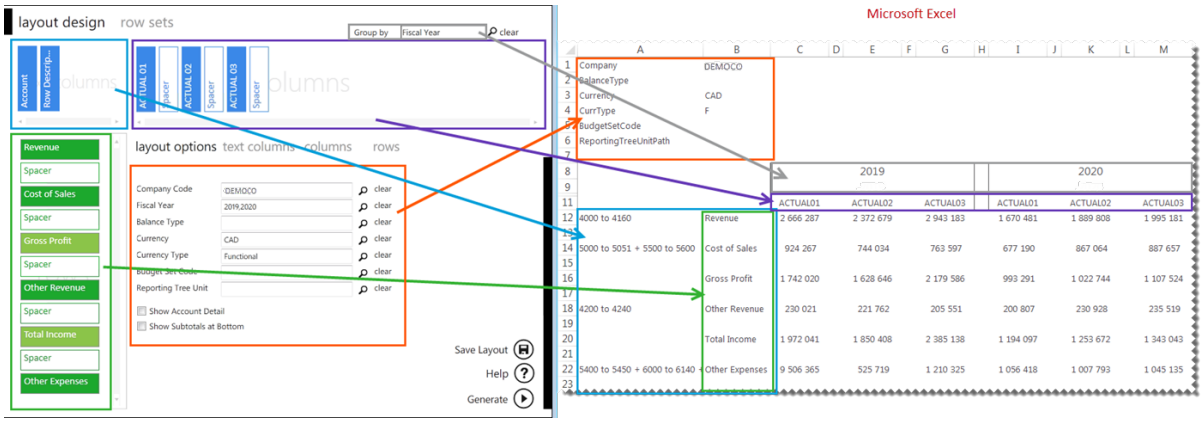
	2020		2019	
	Current Month	Year To Date	Current Month	Year To Date
Revenue	6 072.99	10 148 897.64	1 832 344.59	13 491 707.76
Cost of Sales	1 829.47	4 621 579.86	820 376.99	4 567 270.46
Gross Profit/(Loss)	4 243.52	5 527 317.78	1 011 967.60	8 924 437.30
Other Revenue	2 787.30	1 214 152.16	215 019.81	1 292 693.94
Total Income	7 030.82	6 741 469.94	1 226 987.41	10 217 131.24
Other Expenses	(301.85)	4 935 627.88	887 063.47	10 770 052.96
Other	66.72	743.34	10.63	23 012.61
Depreciation Expense	0.00	250 000.00	40 000.00	240 000.00

3. Save your changes for future reuse as a template or as a report with static data.

   See Also: For a better understanding on the generated layout, click here.

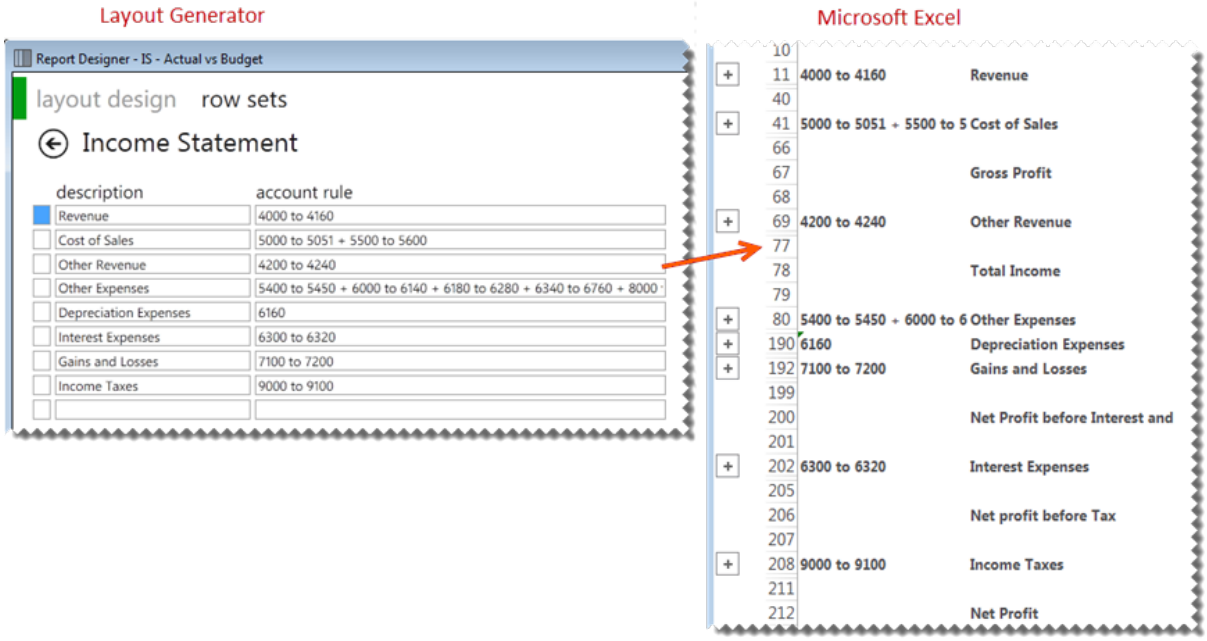
Understanding the Microsoft Excel Workbook

If you designed a layout using the criteria below, it would yield the layout on the right in Microsoft Excel. The data and fields will differ depending on the accounting application you are using.



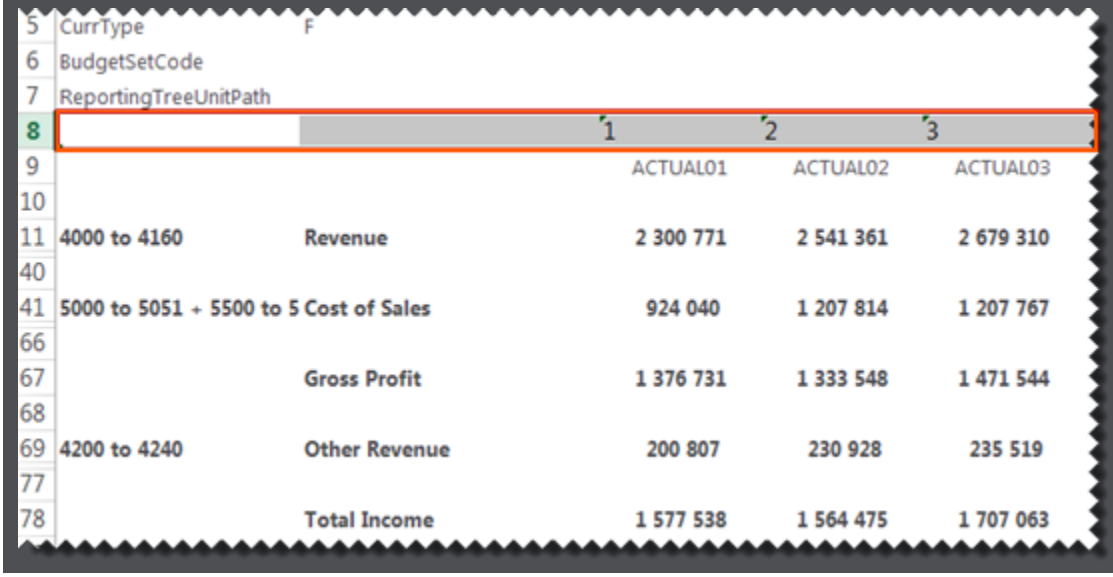
The layout options are always listed on the top left of the report. These can be changed in Microsoft Excel at any time resulting in your report being immediately updated to reflect the new data.

The groups of account rows are set by the row set selected in the Layout Generator.



If you have an intermediate knowledge of Microsoft Excel and you would like to customize your layout further, you can use the Task Pane. Designing layouts using the Layout Generator or the Task Pane results in the same formulas being inserted into Microsoft Excel.

Note: When your layout is generated, the period row is automatically hidden by Sage Intelligence Reporting.

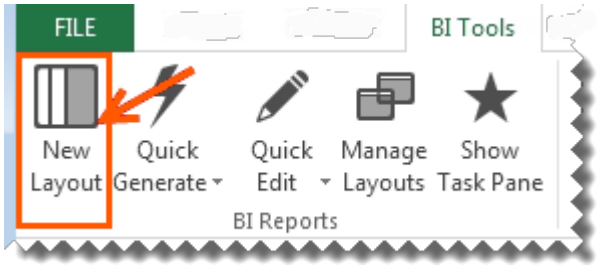


5	CurrType	F			
6	BudgetSetCode				
7	ReportingTreeUnitPath				
8			1	2	3
9			ACTUAL01	ACTUAL02	ACTUAL03
10					
11	4000 to 4160	Revenue	2 300 771	2 541 361	2 679 310
40					
41	5000 to 5051 + 5500 to 5	Cost of Sales	924 040	1 207 814	1 207 767
66					
67		Gross Profit	1 376 731	1 333 548	1 471 544
68					
69	4200 to 4240	Other Revenue	200 807	230 928	235 519
77					
78		Total Income	1 577 538	1 564 475	1 707 063

Designing a Basic Income Statement

This is a demonstration on how to design a basic income statement using the Layout Generator. A basic accounting knowledge is required.

1. On the **BI Tools** tab, select **New Layout**.

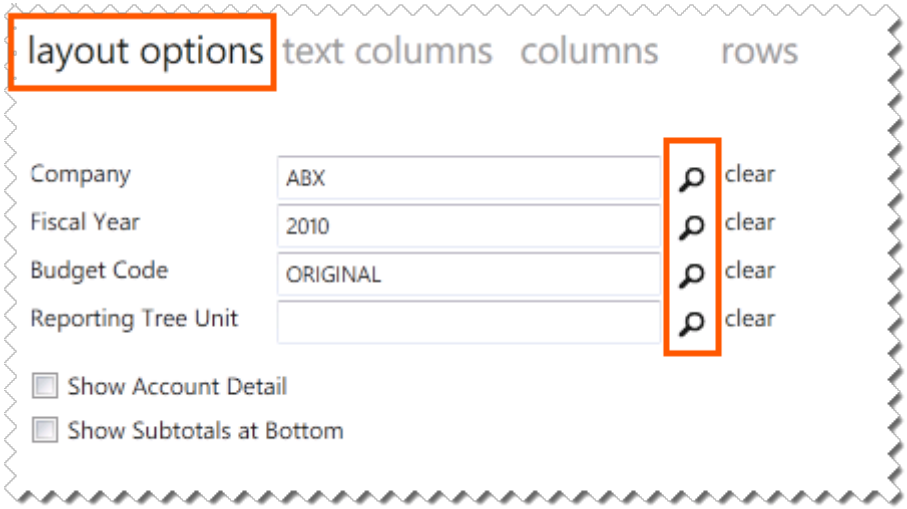


2. A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.
3. Click **OK**. The Layout Generator will appear.

Adding Layout Options

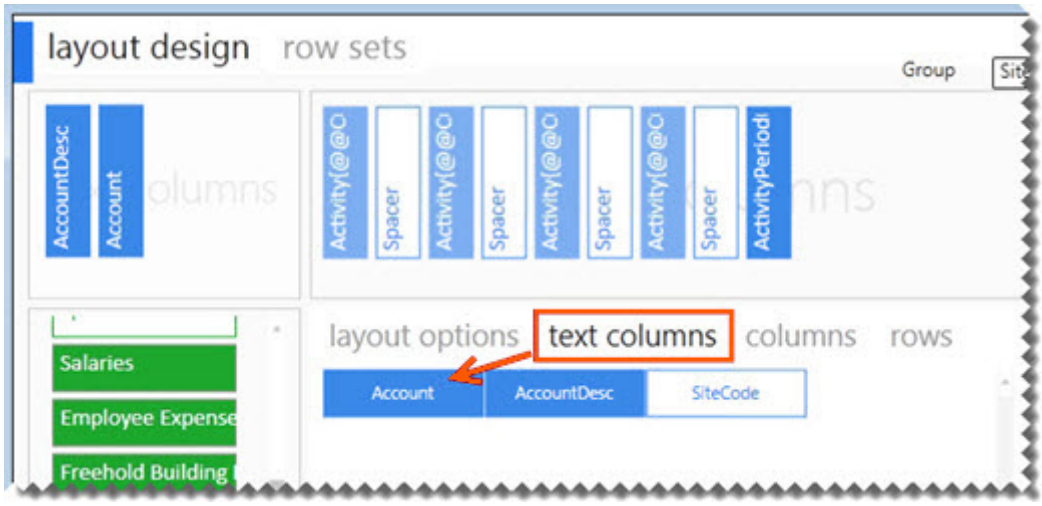
Tip: The Layout options act as initial filters for your entire layout. Reports that return huge data sets can be difficult to analyze and can cause performance issues. Filtering is a quick and easy way to find and work with only the data you need. Instead of your report extracting millions of records, filtering extracts only the necessary data resulting in faster more efficient reports.

1. Using the magnifying glass, select all the required filters for your layout.



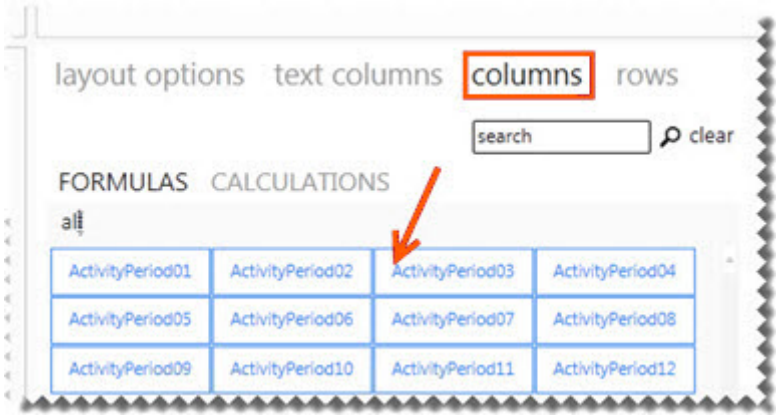
Adding Text Columns

1. Click on the required text column from the columns listed under **Text Columns**. The account number and account description are typical text columns on a financial report.



Adding Columns

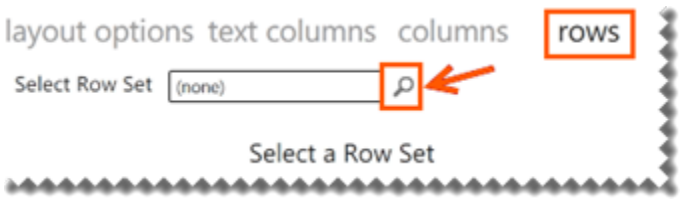
1. Click on the required formula columns listed in the **Column** tab. Periods are typical formula columns on a financial statement.



2. You can neaten your report layout by adding spacers. Clicking **Add Spacer** inserts a blank column. Spacers can be dragged and dropped into position.

Selecting a Row Set

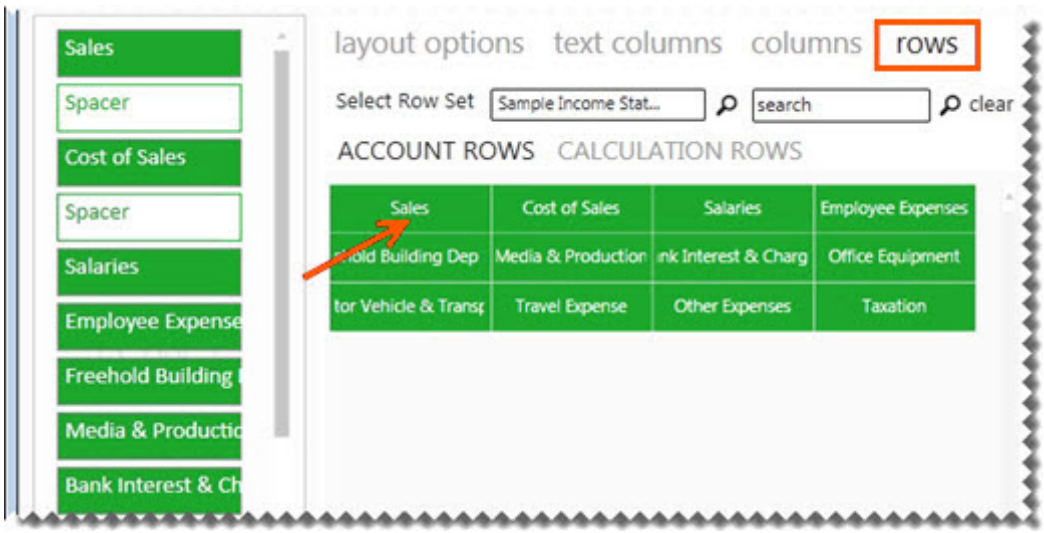
1. In the rows tab, click the magnifying glass to view the available row sets.



2. Select a row set.

Adding Rows

1. Click on the fields from the Rows tab to add them into the rows area. You can also click on fields from the standard calculated row fields. These standard calculated fields ship with the Report Designer layouts but you are able to edit, add new or delete calculated fields.

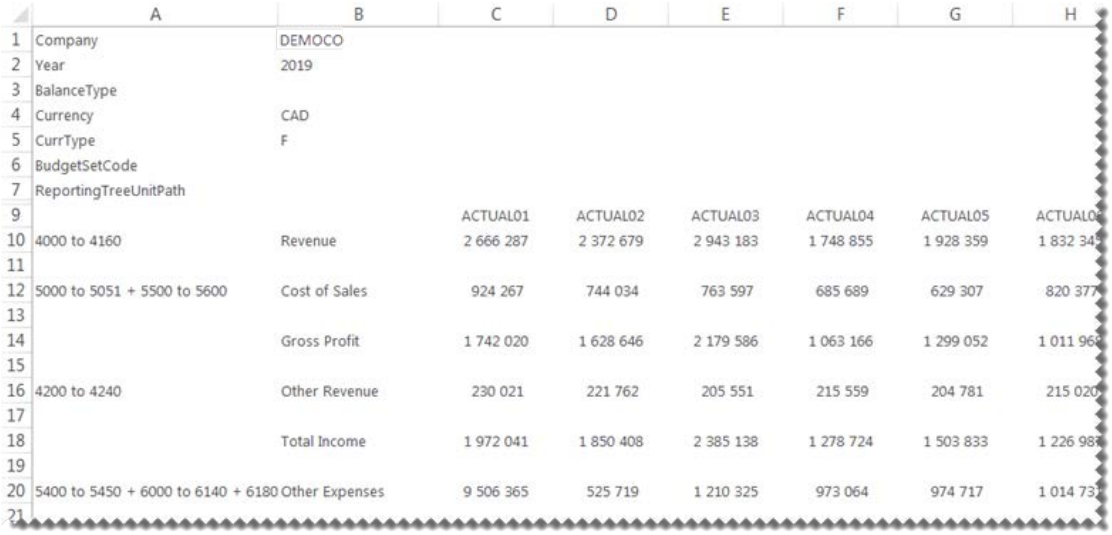


2. You can add spacers by clicking **Add Spacer** which adds a blank row in your report layout. Spacers can be dragged and dropped into position to neaten your report layout.

Generating the Layout

1. Once you have designed your new layout as per your specific requirements, you can generate your layout.
2. Select **Generate.**

Once you have generated your layout, your report layout is opened as per your design in Microsoft Excel.



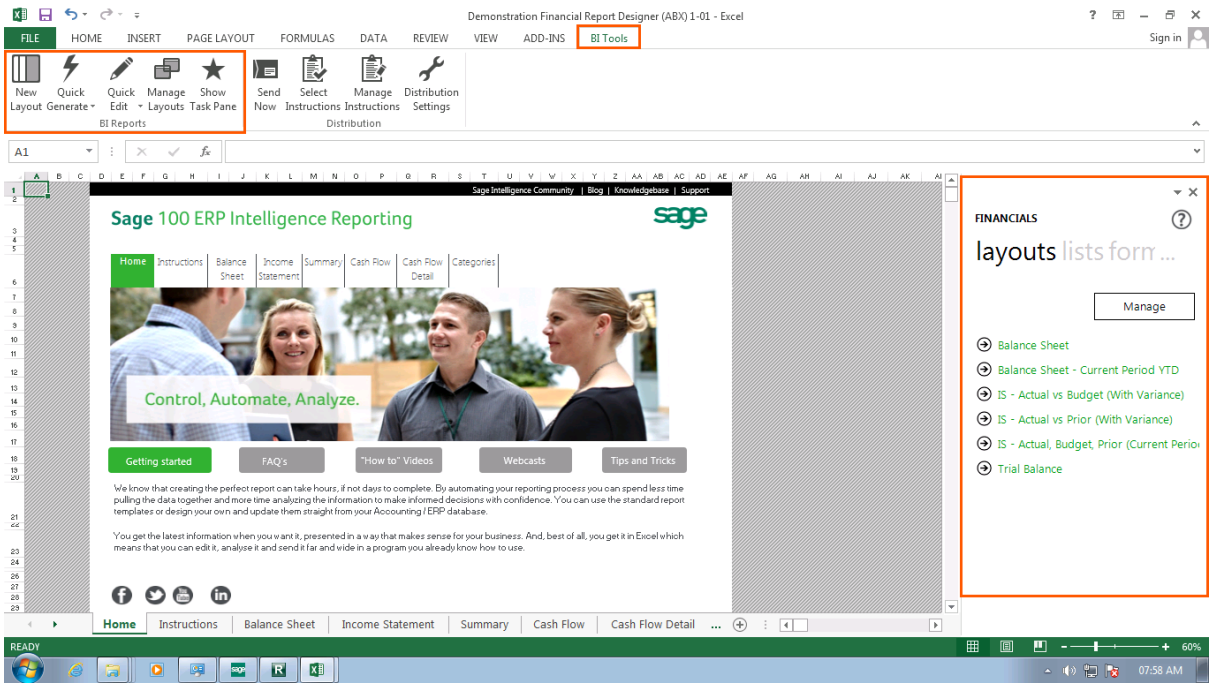
	A	B	C	D	E	F	G	H
1	Company	DEMOCO						
2	Year	2019						
3	BalanceType							
4	Currency	CAD						
5	CurrType	F						
6	BudgetSetCode							
7	ReportingTreeUnitPath							
9			ACTUAL01	ACTUAL02	ACTUAL03	ACTUAL04	ACTUAL05	ACTUAL0
10	4000 to 4160	Revenue	2 666 287	2 372 679	2 943 183	1 748 855	1 928 359	1 832 34
11								
12	5000 to 5051 + 5500 to 5600	Cost of Sales	924 267	744 034	763 597	685 689	629 307	820 37
13								
14		Gross Profit	1 742 020	1 628 646	2 179 586	1 063 166	1 299 052	1 011 96
15								
16	4200 to 4240	Other Revenue	230 021	221 762	205 551	215 559	204 781	215 02
17								
18		Total Income	1 972 041	1 850 408	2 385 138	1 278 724	1 503 833	1 226 98
19								
20	5400 to 5450 + 6000 to 6140 + 6180	Other Expenses	9 506 365	525 719	1 210 325	973 064	974 717	1 014 73
21								

You can then customize your report layout further if required, for example by adding your company branding. Save your changes for future reuse as a template or as a report with static data.

Working with Existing Layouts

Accessing and Generating Existing Report Layouts

When you've run your Financial Report Designer report, the workbook will open in Microsoft Excel and the Report Designer functions will load.

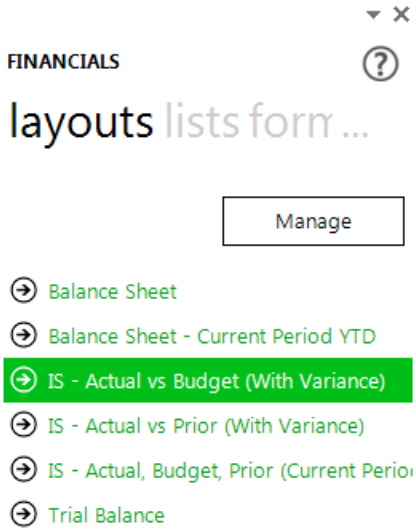


The workbook is shipped with a few demonstration layouts which have been designed for you to view your company financial data. You can use these layouts to work from, or you can create a new layout from scratch. Let's go through the various options to work with the existing layouts using the Layout Generator.

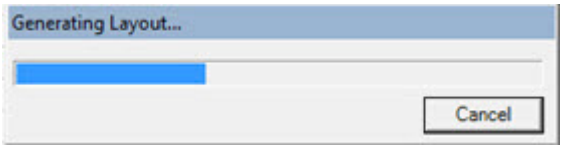
Generating an Existing Report Layout

The **layouts** tab will list the existing report layouts that ship with the Report Designer and any new layouts that you have created in the Layout Generator. These can also be accessed from the **BI Tools** tab, **Quick Generate** menu.

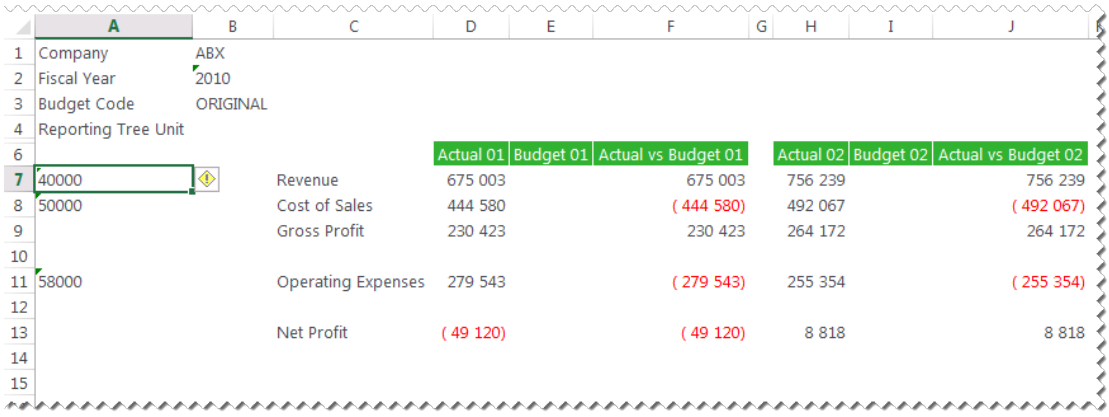
1. From the **Layouts** tab, click the layout you'd like to generate.



2. The **Generating Layout** window will appear showing you the progress.



The layout will then open in Microsoft Excel in a new worksheet.

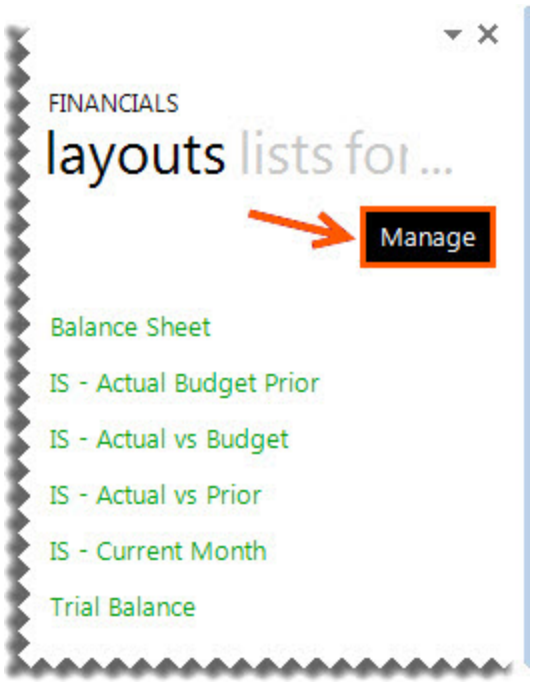


	A	B	C	D	E	F	G	H	I	J
1	Company	ABX								
2	Fiscal Year	2010								
3	Budget Code	ORIGINAL								
4	Reporting Tree Unit									
6				Actual 01	Budget 01	Actual vs Budget 01		Actual 02	Budget 02	Actual vs Budget 02
7	40000		Revenue	675 003		675 003		756 239		756 239
8	50000		Cost of Sales	444 580		(444 580)		492 067		(492 067)
9			Gross Profit	230 423		230 423		264 172		264 172
10										
11	58000		Operating Expenses	279 543		(279 543)		255 354		(255 354)
12										
13			Net Profit	(49 120)		(49 120)		8 818		8 818
14										
15										

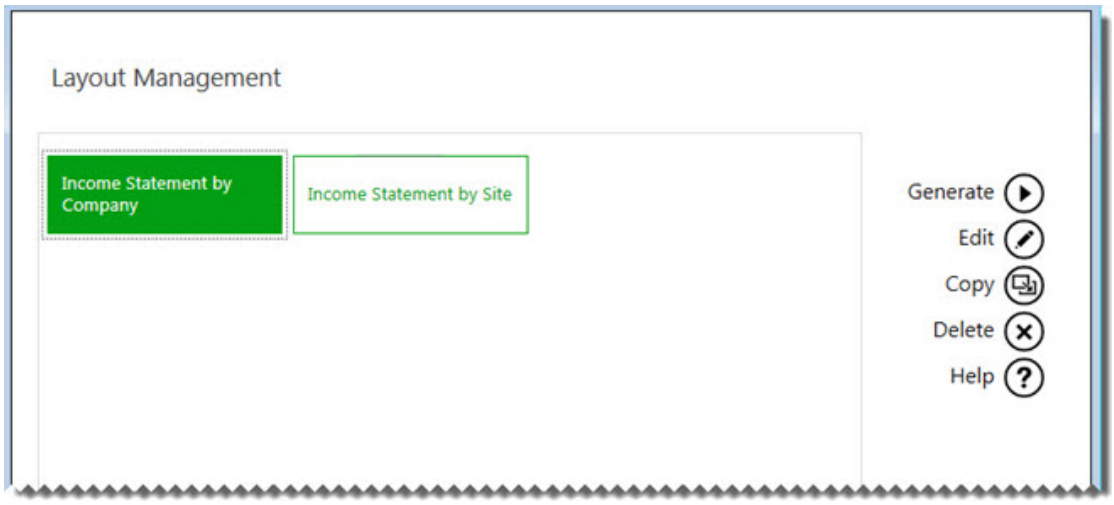
Editing Layouts

Editing an existing layout opens the Layout Generator which allows you to modify the layout.

1. From the **layouts** tab, select **Manage.**

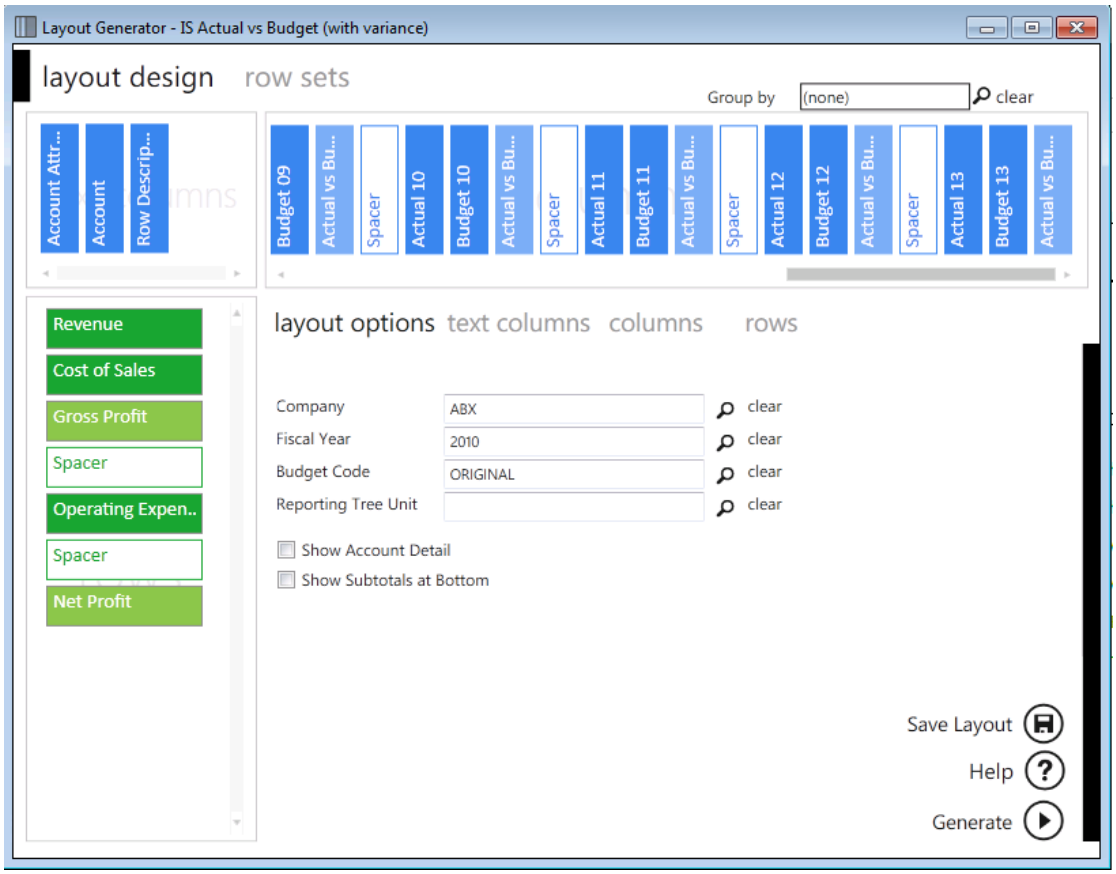


2. The Layout Management window will appear.



From this window you can choose to edit, copy, delete or generate a layout.

3. Select the layout you wish to edit and select **Edit**.
4. The Layout Generator will appear.

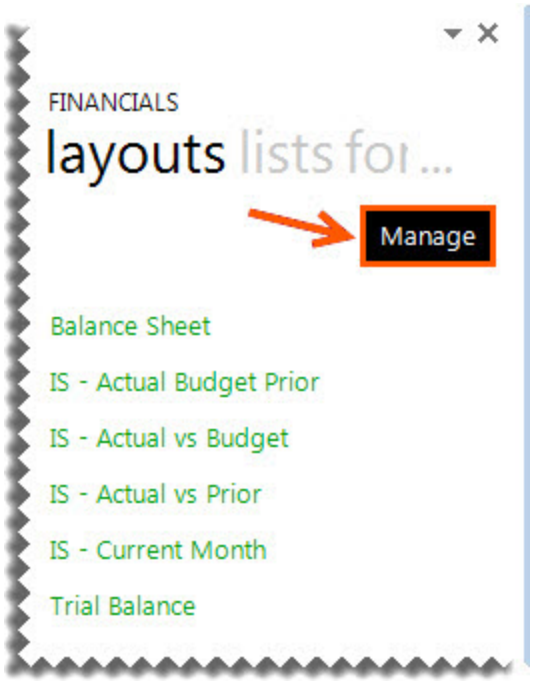


5. Make the necessary changes.
6. Click **Generate** to open your report in Microsoft Excel.

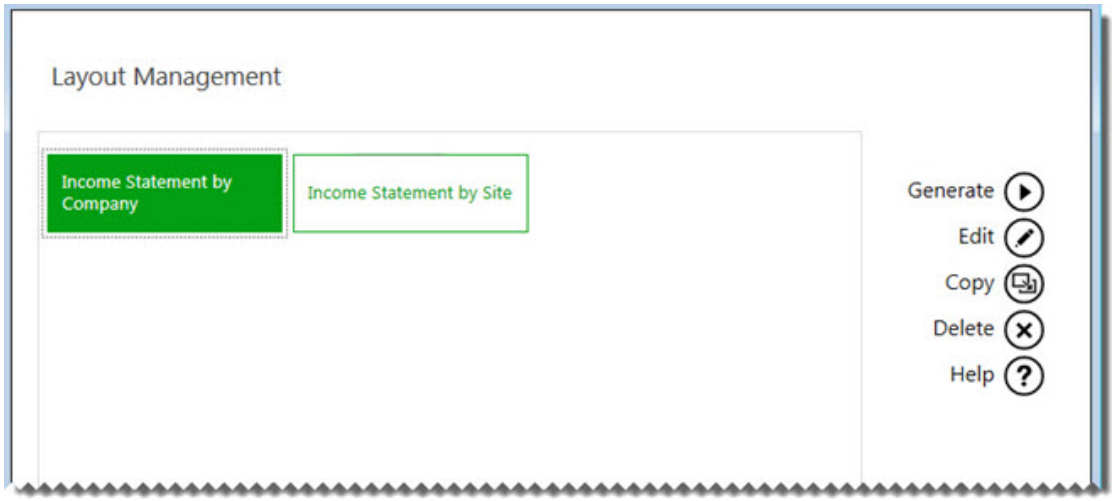
Copying Layouts

Selecting **Copy** will create an exact copy of an existing layout. The **Enter New Layout Name** window will appear allowing you to give the copied report a new name.

1. From the **layouts** tab, select **Manage.**



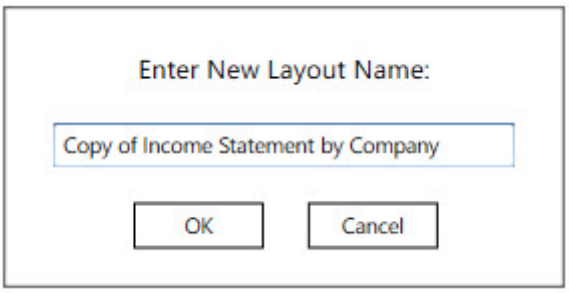
2. The Layout Management window will appear.



From this window you can choose to edit, copy, delete or generate a layout

3. Select the layout you would like to copy.
4. Click **Copy**.

5. The **Enter New Layout Name** window will appear allowing you to give the copied layout a new name.

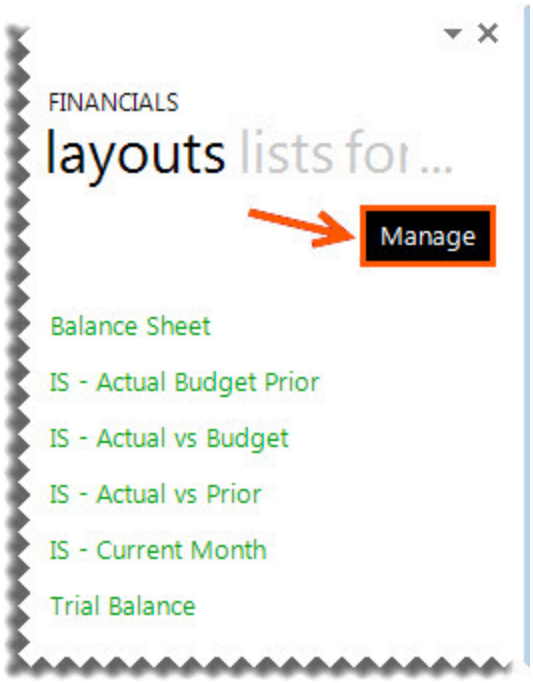


6. Select **Next**.
7. The Layout Generator will appear allowing you to make any changes to the copy of the layout.
8. Select **Generate** to open the layout in Microsoft Excel.

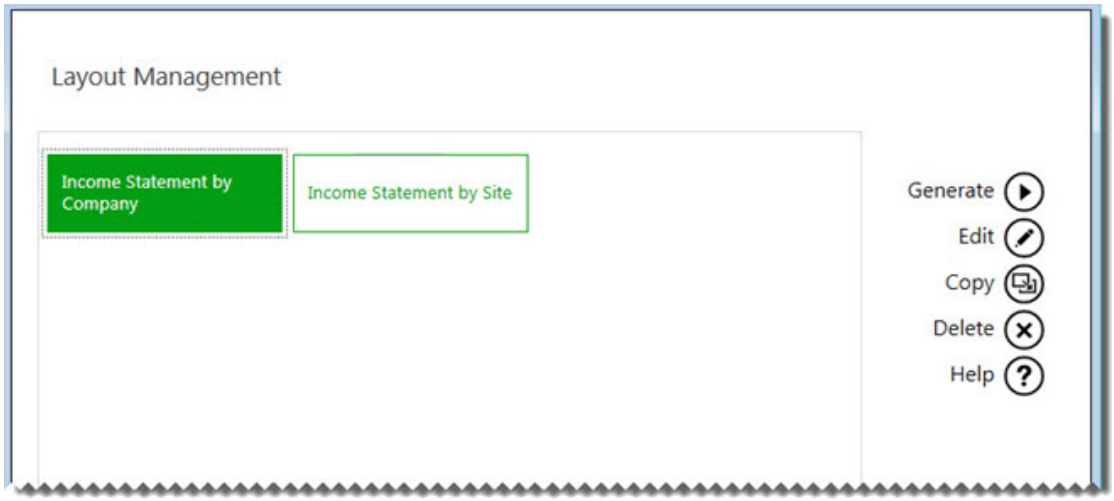
Deleting Layouts

Deleting layouts allows you to remove any unneeded layouts from your workbook.

1. From the **layouts** tab, select **Manage.**



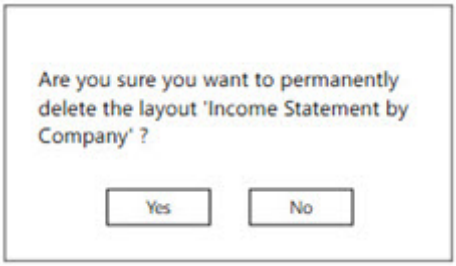
2. The Layout Management window will appear.



From this window you can choose to edit, copy, delete or generate a layout.

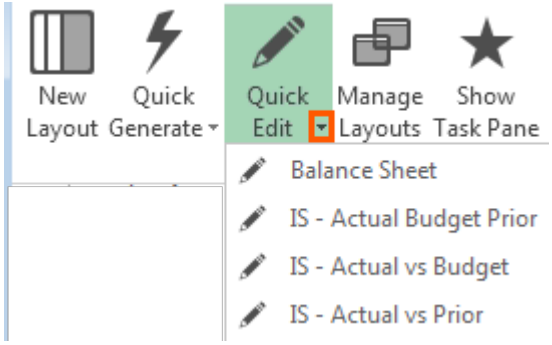
3. Select the layout you wish to delete.
4. Select **Delete**.

5. A confirmation window will appear. Selecting **Yes** will permanently delete the report layout. Selecting **No** will return you to the previous window.



Quickly Editing Layouts

The **Quick Edit** option allows to easily edit a layout without having to launch the Layout Generator from the **Manage Layouts** option.

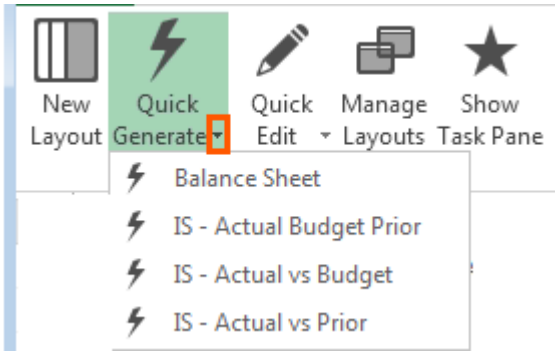


1. From the **BI Tools** tab, select **Quick Edit**. A drop down menu will appear.
2. Select the layout you wish to edit. The layout will open in the Layout Generator.

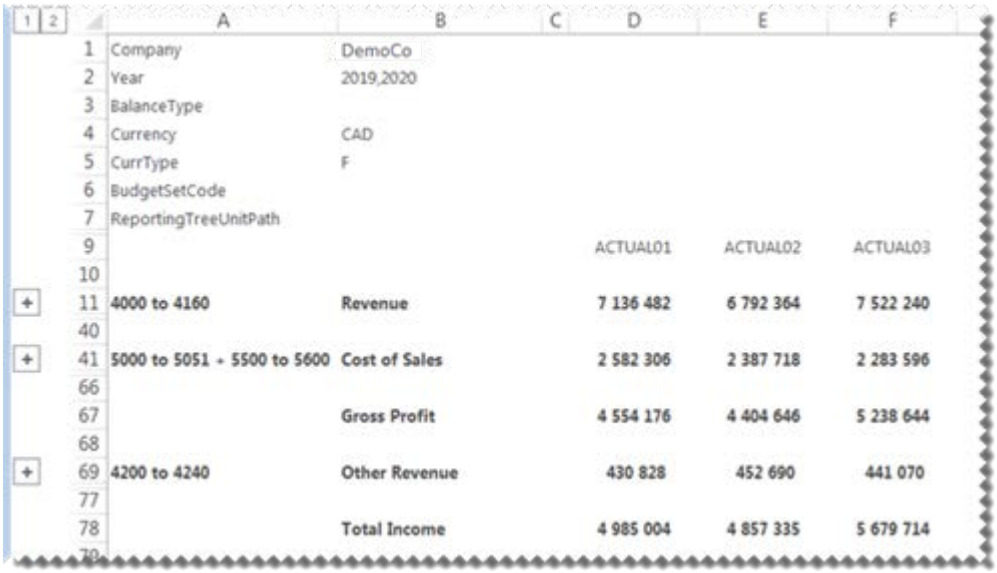
Quickly Generating Layouts

The **Quick Generate** option is a drop down menu of all the layouts you have previously saved.

1. From the **BI Tools** tab, select **Quick Generate**. A drop down menu will appear.



2. Select the layout you wish to generate. The report will open in Microsoft Excel.



	A	B	C	D	E	F
1	Company	DemoCo				
2	Year	2019,2020				
3	BalanceType					
4	Currency	CAD				
5	CurrType	F				
6	BudgetSetCode					
7	ReportingTreeUnitPath					
9				ACTUAL01	ACTUAL02	ACTUAL03
10						
11	4000 to 4160	Revenue		7 136 482	6 792 364	7 522 240
40						
41	5000 to 5051 + 5500 to 5600	Cost of Sales		2 582 306	2 387 718	2 283 596
66						
67		Gross Profit		4 554 176	4 404 646	5 238 644
68						
69	4200 to 4240	Other Revenue		430 828	452 690	441 070
77						
78		Total Income		4 985 004	4 857 335	5 679 714

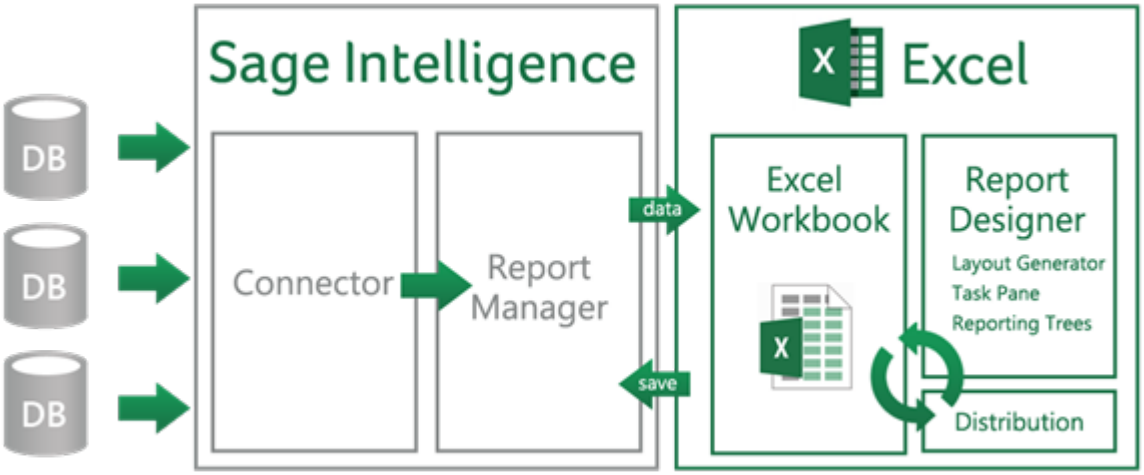
Designing Reports using the Task Pane

About The Report Designer Task Pane

The Task Pane is the latest addition to the Report Designer module which presents an alternative to the current report Layout Generator to empower you to take control of all design aspects of your reporting layouts.

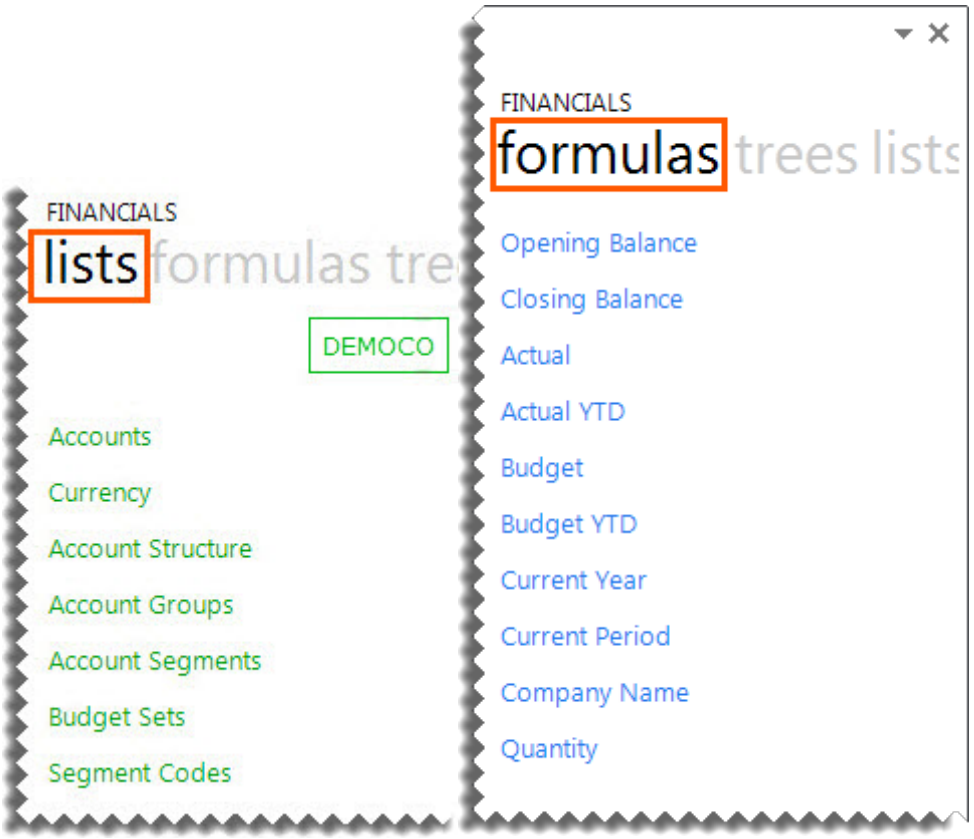
The model behind the new feature is to break down a report into reusable pieces that allows you to control where and how these pieces fit together to create a report. These pieces are Excel functions which communicate with a new In-Memory processing engine which will guarantee performance by being able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

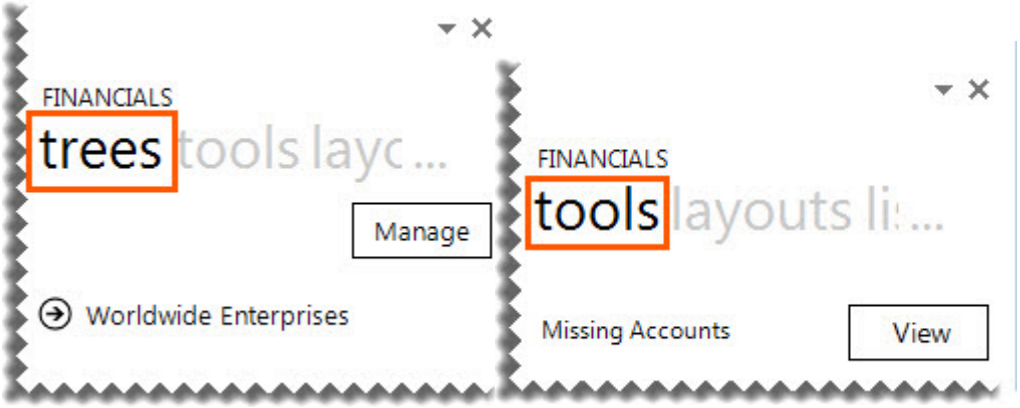
The positioning of the Task Pane within the overall Sage Intelligence Reporting product is as follows:

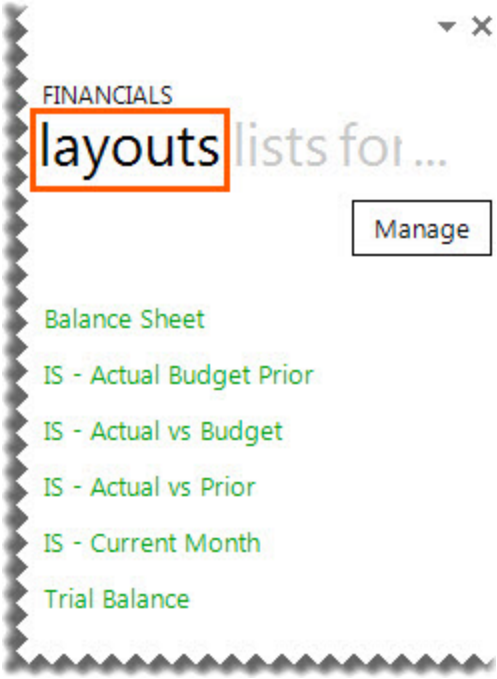


Navigating within the Task Pane

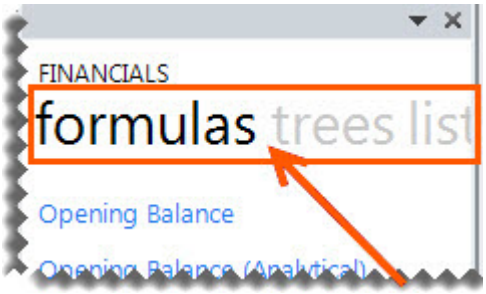
The Task Pane consists of lists, formulas, trees, tools and layouts, which can be used to give you complete control of all design aspects of your report. An intermediate knowledge of Microsoft Excel is beneficial to get the full benefit of your report capabilities.



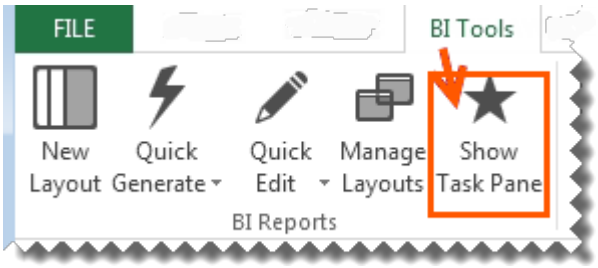




To switch between the tabs, click on the tab headings.

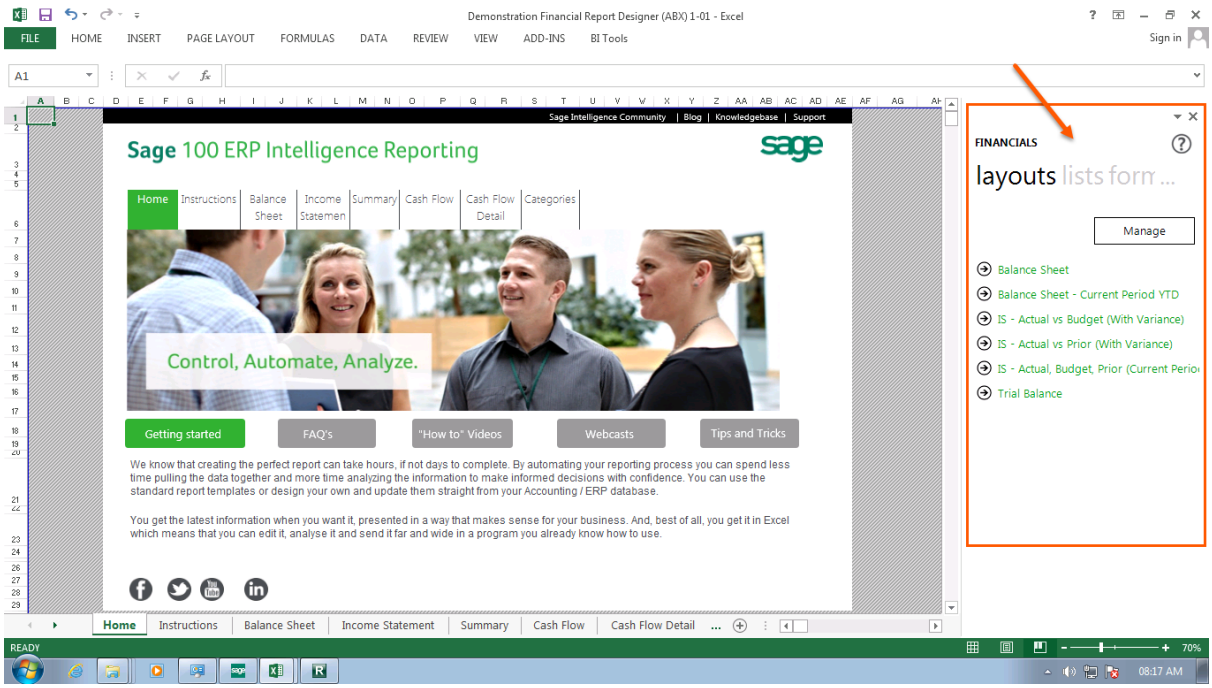


If the Task Pane is closed in error, click **Show Task Pane** to open the Task Pane again.



Accessing and Managing Existing Report Layouts

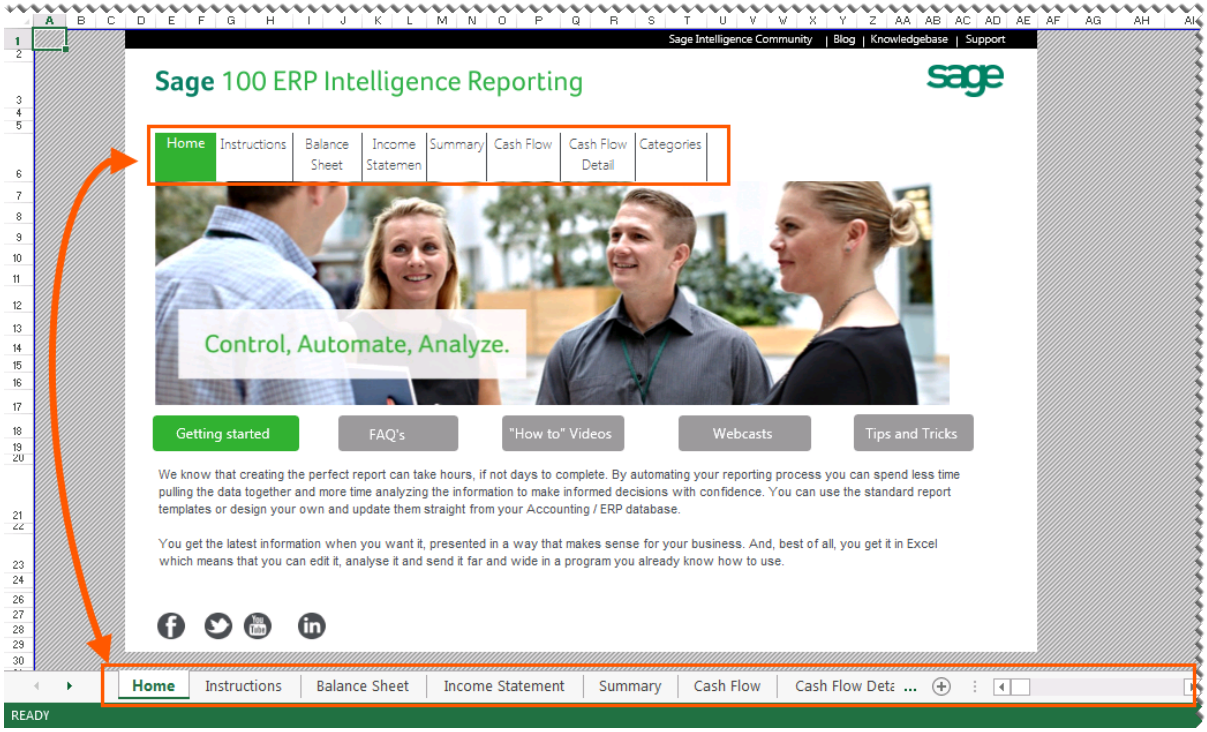
When you've run your Demonstration Financial Report Designer report, the workbook will open in Microsoft Excel and the Task Pane functions will load.



The **Demonstration Financial Report Designer** report in the **Demonstration Pack** folder will include a few demonstration layouts which have been designed to work with the **ABX** demonstration company financial data only. It is intended to illustrate how popular financial layouts can be created. You can use these layouts to work from, or you can create a new layout from scratch. Let's go through the various options to work with the existing layouts using the Task Pane.

Viewing Existing Layouts

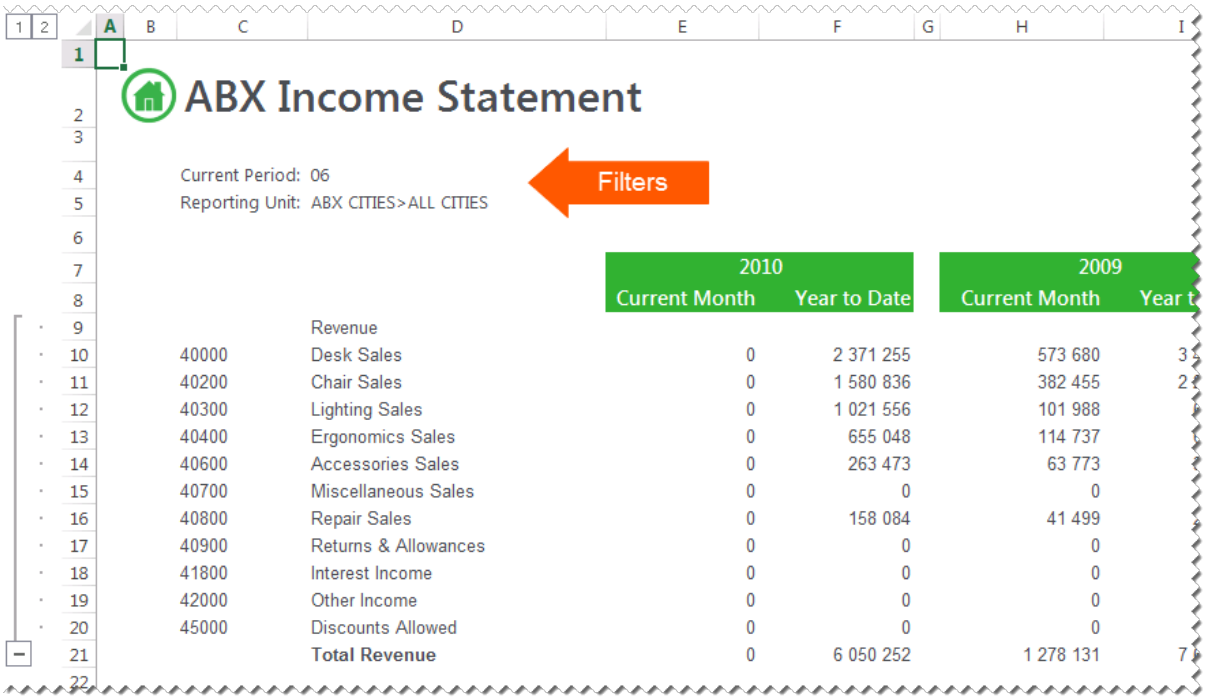
There are several reports which have been designed for you to view the demonstration company's data. The shortcuts are provided for you or you can click the worksheets directly.



Clicking on the **Home** icon from any sheet, will return you to the **Home** sheet above.

Editing Existing Layouts

Existing layouts can be edited using Microsoft Excel functionality. Filters can also be changed. If you're unsure, copy an existing worksheet and make changes to the copied worksheet.



		2010		2009	
		Current Month	Year to Date	Current Month	Year t
	Revenue				
40000	Desk Sales	0	2 371 255	573 680	3
40200	Chair Sales	0	1 580 836	382 455	2
40300	Lighting Sales	0	1 021 556	101 988	1
40400	Ergonomics Sales	0	655 048	114 737	
40600	Accessories Sales	0	263 473	63 773	
40700	Miscellaneous Sales	0	0	0	
40800	Repair Sales	0	158 084	41 499	
40900	Returns & Allowances	0	0	0	
41800	Interest Income	0	0	0	
42000	Other Income	0	0	0	
45000	Discounts Allowed	0	0	0	
	Total Revenue	0	6 050 252	1 278 131	7

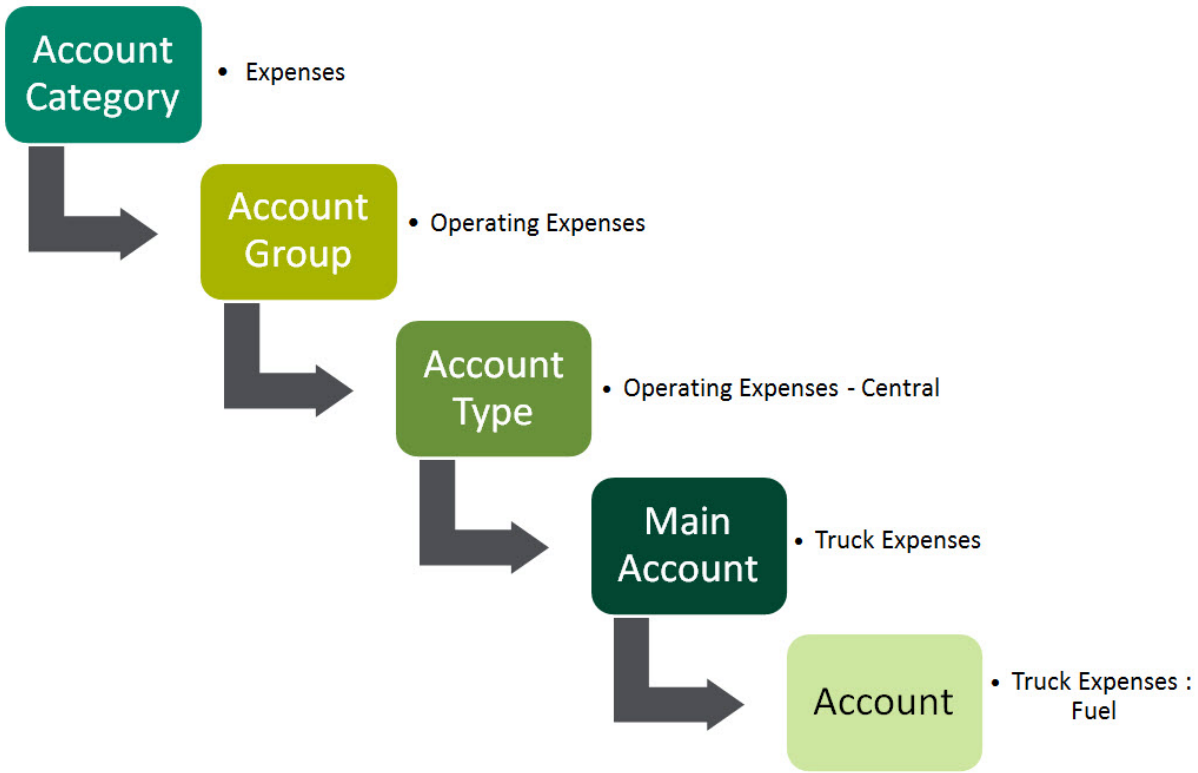
Remember to always save the workbook as an Excel template to keep the changes permanently.

Lists

Understanding the List Structure

Lists are retrieved from the General Ledger and can be used to view some of the key information, for example, accounts and budget codes. Information from the lists are used in formula arguments to extract specific data.

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



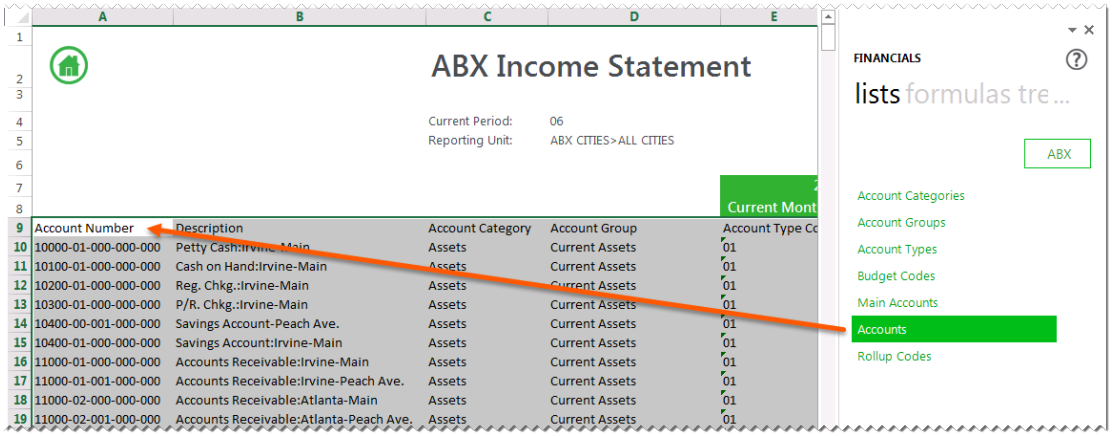
List Name	Description	An Example could include:
Account Categories	Account categories are predefined in the General Ledger.	A Assets L Liabilities R Revenue X Expenses C Cost of Sales
Account Groups	Account groups are assigned to each main account and are used to group accounts on various reports.	58000 Operating Expenses 40000 Revenue 50000 Cost of Sales
Account Types	Each account category includes account types that further define them.	01 Cash 07 Current Liability 11 Net Sales
Budget Codes	Budget codes are used in an Income statement to define each set of budget values.	Original Conservative
Main Accounts	The main account is always the first segment in an account. The combination of a main account	50000 Cost of Sales Desks 61000 Truck Expenses

List Name	Description	An Example could include:
	and subaccounts creates a General Ledger account. Main accounts are assigned to an account group.	62000 Bank Charges
Accounts	This is a list of the accounts used to define each class of items for financial transactions of a business.	50000-01-000-010-000 COS Desks: Irvine-Main Steelcase 61000-01-000-000-000 Truck expenses: Irvine-Main 62000-01-000-000-000 Bank Charges: Irvine-Main
Rollup Codes	Rollup codes are user-defined fields that allow accounts to be grouped for the purpose of reporting on user-defined classifications without changing the structure of the General Ledger account itself.	Rollup Type 1: Revenue Public Donations Private Donations Government Grants

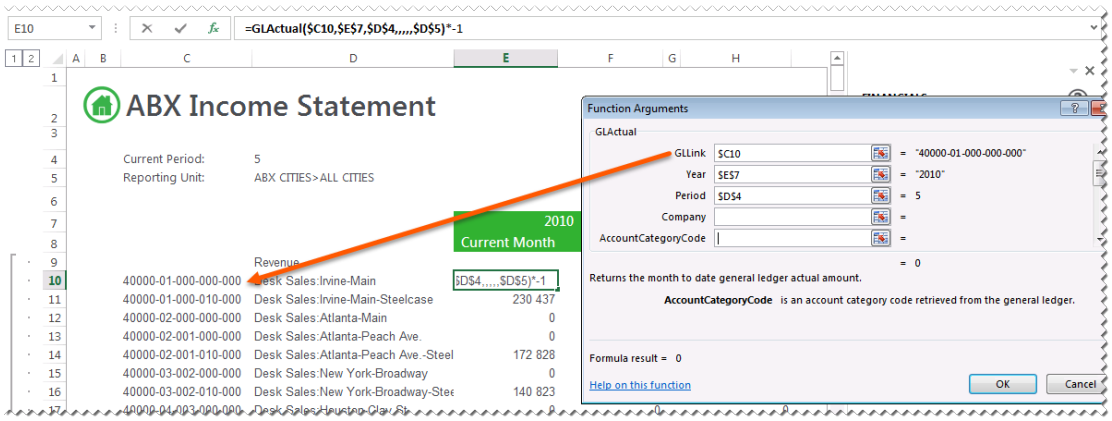
Adding Lists

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 Task Pane to your Microsoft Excel worksheet.

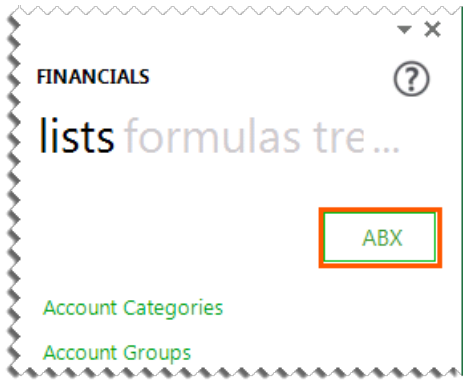


You can use these in your formulas to return data based on the list.

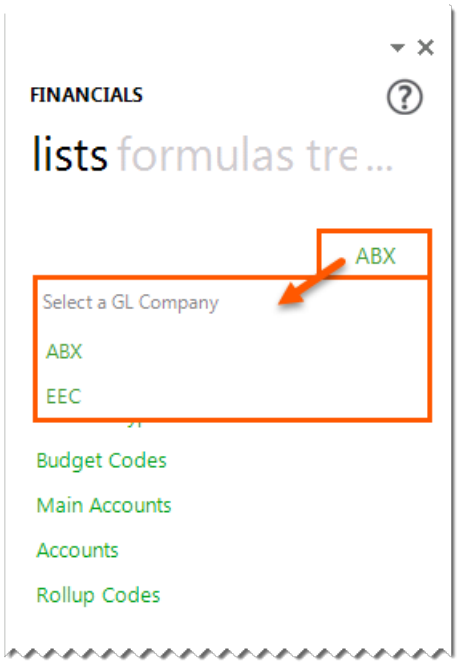


Changing Companies

Lists are always returned from the company code which is selected in the Task Pane.



1. Click on the company code.



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

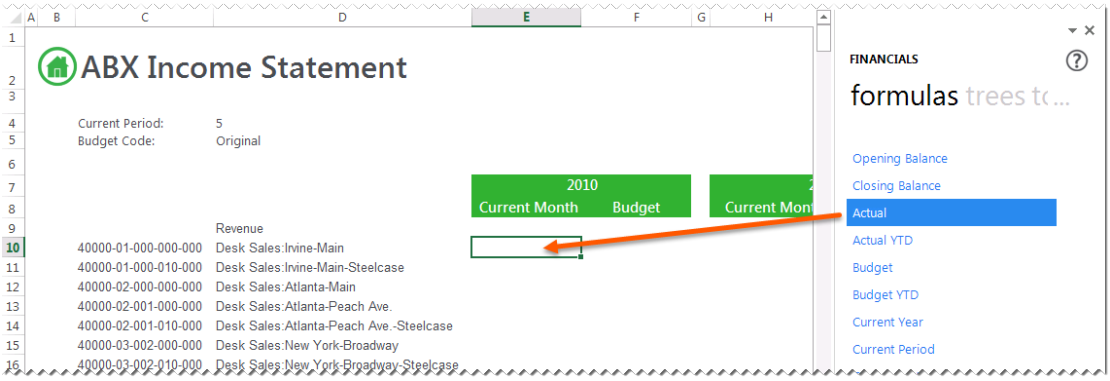
Note: The company code is obtained from your Sage 100 ERP General Ledger.

Formulas

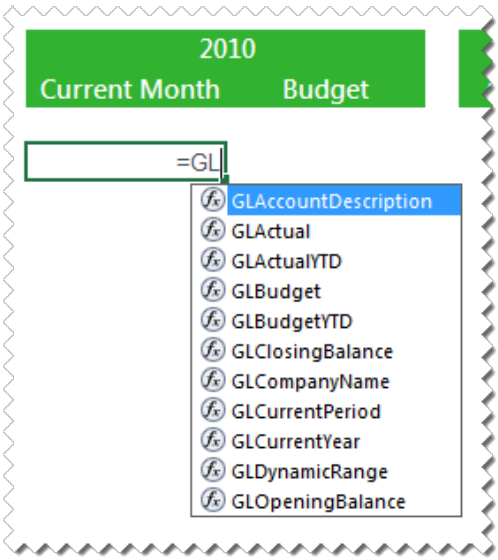
Adding Formulas

Formulas can be dragged into the excel workbook to allow you to return balances from the Sage 100 ERP General Ledger based on provided parameters. Each parameter acts as a filter. Formulas are used to define columns for the report where the type of formula used determines what data will be retrieved. There are two ways to add formulas to your Microsoft Excel spreadsheet.

- Select the formula from the Task Pane. Drag and drop the formula onto your Microsoft Excel spreadsheet.



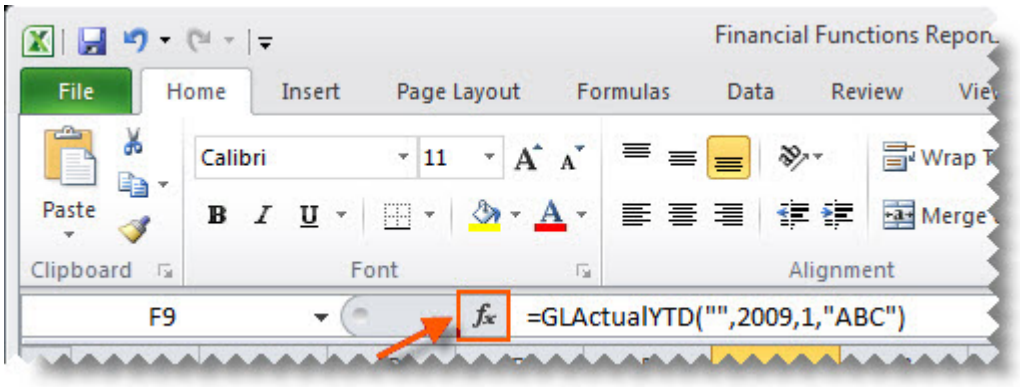
- Type the formula name directly into the cell.



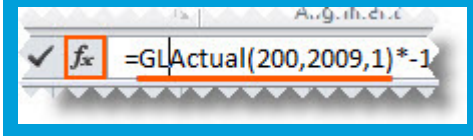
Editing Formulas

Formulas can be dragged into the excel workbook to allow you to return balances from the Sage 100 ERP General Ledger based on provided parameters. Each parameter acts as a filter. Formulas are used to define columns for the report where the type of formula used determines what data will be retrieved. 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 **fx**.

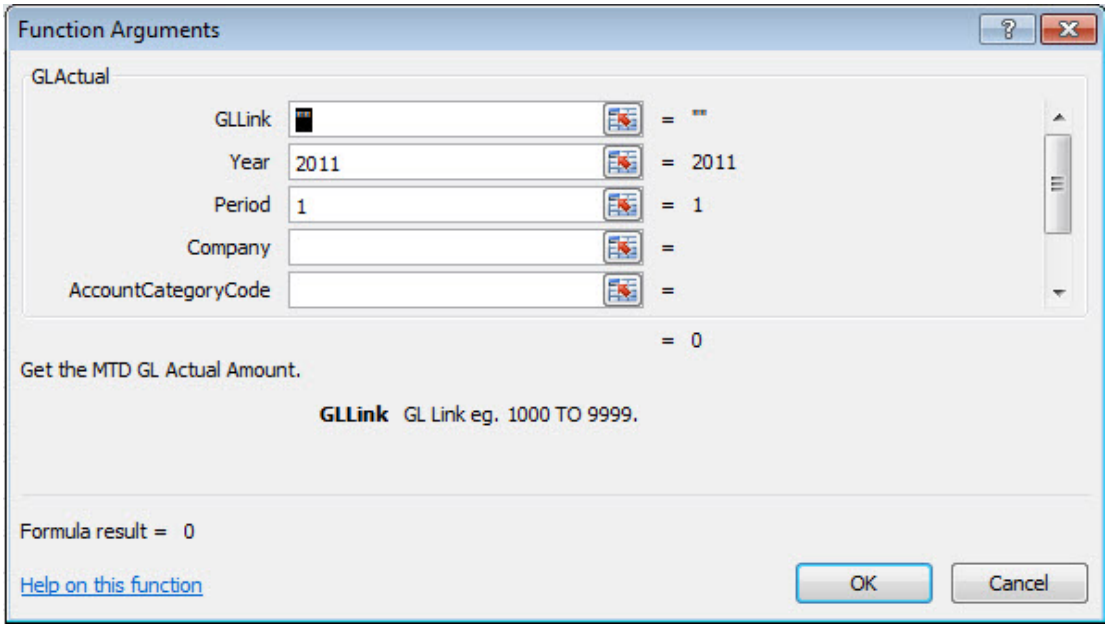


Tip: If there is more than one formula in a cell, only the formula result will be shown unless you click the specific formula you want to edit in the formula bar, before clicking **fx**.

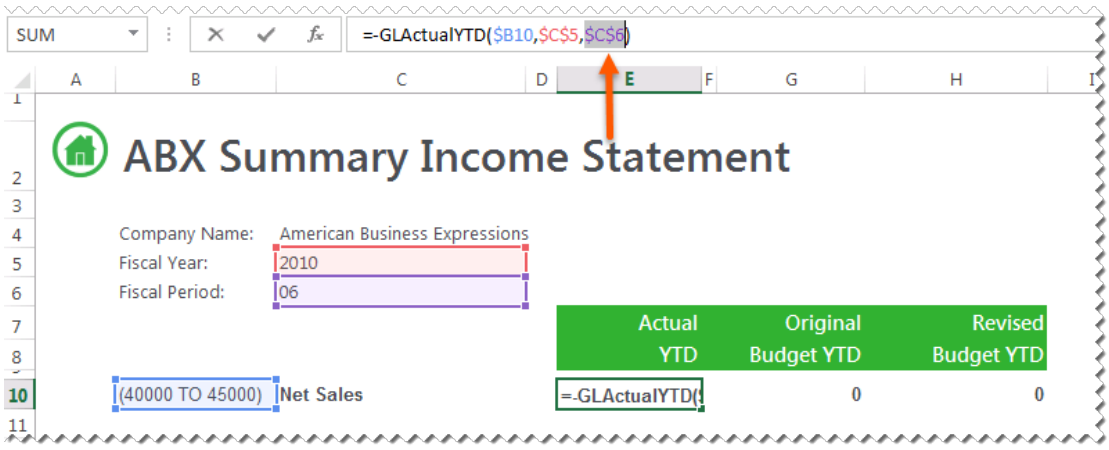


- The formula parameters provided in the **Function Arguments** window will be used to specify what data is retrieved by the formula. Each setting serves as a filter to retrieve the data. The filter is applied in the order that the settings are displayed.

  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**, **AccountCategoryCode** in that order.



- Formulas can be edited manually if you are familiar with the format of the formula. Select the cell which contains the formula and then double-click the parameter within the formula bar and make your changes.



Reversing Negative Numbers

By default the data will show the same as that of the underlying Sage 100 ERP data. For revenue accounts this may be negative values. You have the option to change these values to a positive number by editing the formula.

	Before		After
	Actual YTD		Actual YTD
Total Revenue	(12 940 469.42)	→	12 940 469.42
Other Revenue	(1 211 364.86)		1 211 364.86
Cost of Sales	4 642 535.03		4 642 535.03
Fixed Charges	676 066.48		676 066.48
Other Expenses	8 402 536.00		8 402 536.00
Amortization/Depreciation Expenses	250 000.00		250 000.00
Other Expenses	0.00		0.00
Total Cost & Expenses	13 971 137.51		13 971 137.51
Interest Expense	7 500.00		7 500.00
Income Taxes	108 000.00		108 000.00
Net Profit/(Loss)	(28 238 471.79)		65 196.77

1. Click in the formula bar.
2. Add - (minus) to the beginning of the formula name.

3. Drag the fill handle down to copy these to other accounts requiring the same change. You can also double-click to fill the formula down, as far as the column to the left is filled with adjacent data.

Learn More:

Converting a Negative Number to Positive using the Layout Generator

Combining Accounts

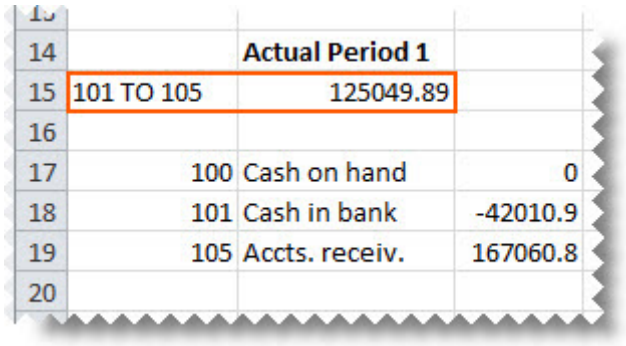
Using Account Ranges

A range consists of two values where you want to retrieve data for those two values and every value between those two accounts. Use account ranges to ensure new accounts being added to the General Ledger are included in your reports.

Account ranges can be used in combination with wildcards and mathematical formulas. When a single-segment or **multi-segment** range includes wildcard characters (?), Sage Intelligence Reporting determines the low and high ends of the range, and then includes all values between those ends, inclusive.

Account Range	Description	Result
200-00-00 TO 220-00-00	Filter all accounts from 200-00-00 up to and including 220-00-00	200-00-00, 200-00-01 200-00-02 up to 220-00-00
4?00 TO 5?00	In a single segment range, filter accounts ranging from 4000 to 5900. **Tip**: If you wanted to only include accounts ending with 00, you could create a reporting tree unit with a filter of ??00 to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 4000 and the high end of the range which is 5900 and return all accounts between the ends inclusive. 4000 up to and including 5900, which would include for example, account 4655.
4?5-00-00 TO 4?5-03-03	In a multi-segment range, filter accounts with first segment ranging from 405 up to and including 495 and second and third segments ranging from 00-00 up to and including 03-03. **Tip**: If you wanted to only include accounts with the first segment starting with a 4 and ending with a 5, you could create a reporting tree unit with a filter of 4?5-??-?? to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 405-00-00 and the high end of the range which is 495-03-03 and return all accounts between the ends inclusive. 405-00-00 up to and including 495-03-03 which would include for example, account 406-01-02.

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			

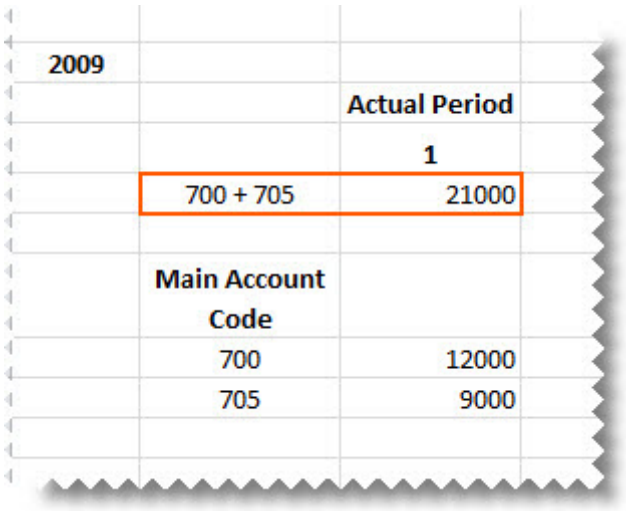
Alpha characters are also supported in an account range.

Note: The use of a space on either side of **TO** is required in order for the formula to be calculated correctly.

Using Mathematical Calculations

Mathematical calculations can 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 value for Main Account **700** plus 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 + and/or – signs are required in order for the formula to be calculated correctly. Brackets are also supported thus calculations in brackets (parenthesis) are calculated first. For example Main accounts **(700 + 705) - 840**.

Using Wildcards

When you enter either a segment value or a full account number, you can place a wildcard character, which is the question mark (?), in any position of a segment. For example, if the row definition contains only the Main account segment (assuming a four-character Main segment), entering 4**???** in a row, all accounts whose Main segment value begins with a 4 will be included.

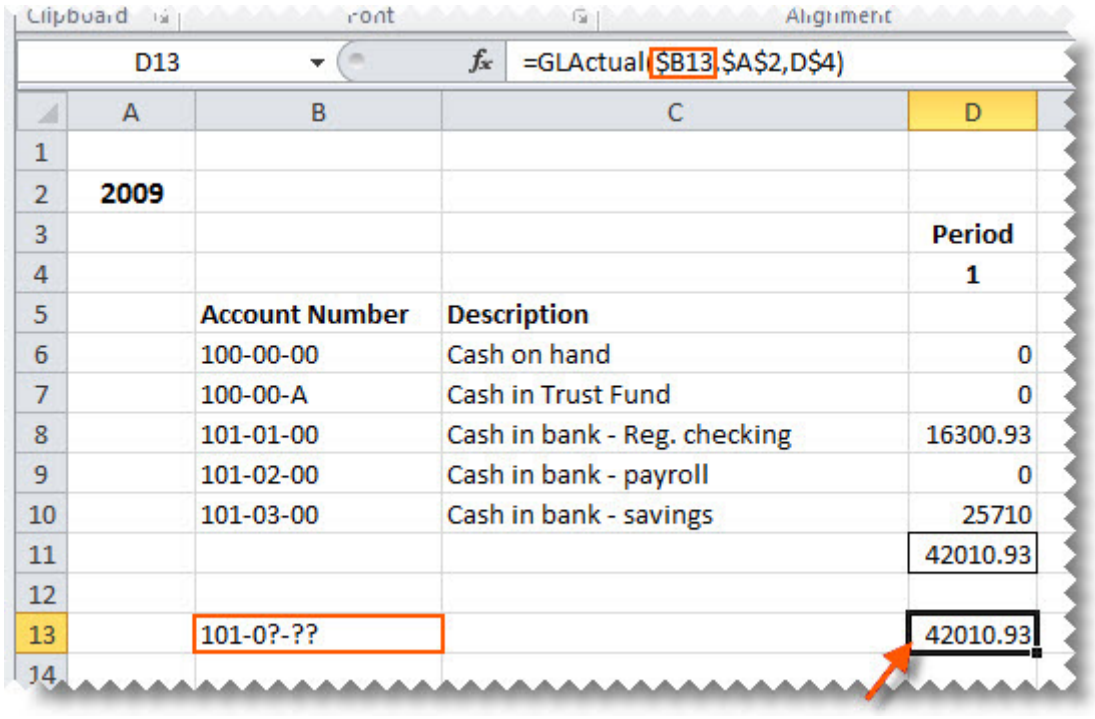
Sage Intelligence Reporting replaces each question mark (?) with the entire range of possible values, including letters and special characters. For example, in the range from **12?0 TO 12?4**, Sage Intelligence Reporting replaces the question mark in 12?0 with the lowest value in the character set, and replaces the question mark in 12?4 with the highest value in the character set.

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

Wildcards can be used in combination with account ranges and mathematical calculations. When a single-segment or **multi-segment** range includes wildcard characters (?), Sage Intelligence Reporting determines the low and high ends of the range, and then includes all values between those ends, inclusive.

Filter	Description	Result
10?	Filter all accounts beginning with 10	All accounts starting with 100 up to 109 with any digits thereafter
101-0?-00	Filter accounts 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
201-??-10	Filter accounts with first segment of 201 and last segment of 10 with no filter on second segment of three digits	201-00-10 201-01-10 201-02-10 201-03-10 up to 201-99-10
4?00 TO 5?00	In a single segment range, filter accounts ranging from 4000 to 5900. **Tip**: If you wanted to only include accounts ending with 00, you could create a reporting tree unit with a filter of ??00 to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 4000 and the high end of the range which is 5900 and return all accounts between the ends inclusive. 4000 up to and including 5900, which would include for example, account 4655.
4?5-00-00 TO 4?5-03-03	In a multi-segment range, filter accounts with first segment ranging from 405 up to and including 495 and second and third segments ranging from 00-00 up to and including 03-03. **Tip**: If you wanted to only include accounts with the first segment starting with a 4 and ending with a 5, you could create a reporting tree unit with a filter of 4?5-??-?? to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 405-00-00 and the high end of the range which is 495-03-03 and return all accounts between the ends inclusive. 405-00-00 up to and including 495-03-03 which would include for example, account 406-01-02.

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



	A	B	C	D
1				
2	**2009**			
3				**Period**
4				**1**
5		**Account Number**	**Description**	
6		100-00-00	Cash on hand	0
7		100-00-A	Cash in Trust Fund	0
8		101-01-00	Cash in bank - Reg. checking	16300.93
9		101-02-00	Cash in bank - payroll	0
10		101-03-00	Cash in bank - savings	25710
11				42010.93
12				
13		101-0?-??		42010.93
14				

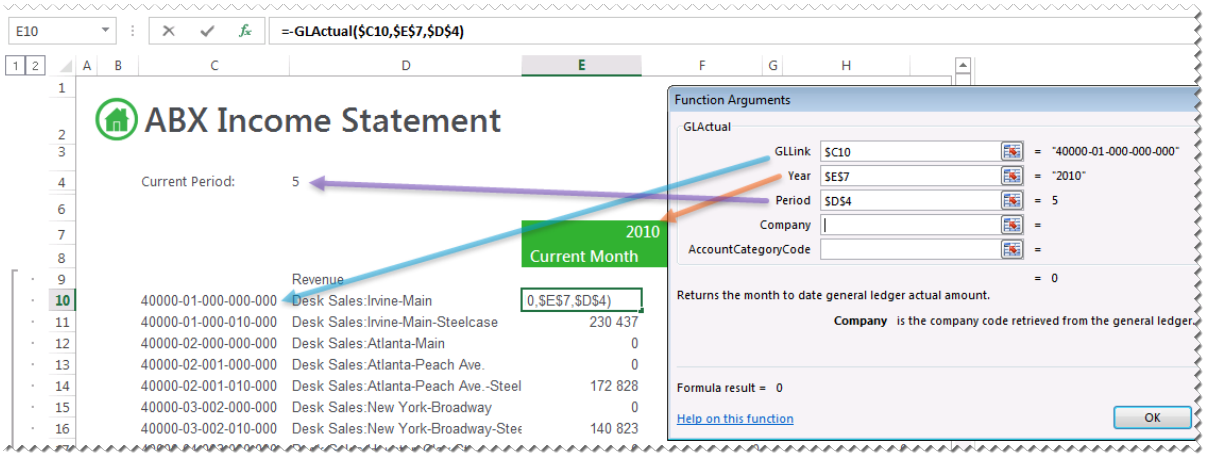
Using Cell References

A cell reference identifies the location of a cell or group of cells in a spreadsheet. 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 Sage 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 **2013** and you used **2012** in the **Year** argument 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 Microsoft Excel updates all the formulas that use that argument.

The following is an example of a formula using cell references as arguments.



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

Using Relative or Absolute Cell References

By default, a spreadsheet 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**.

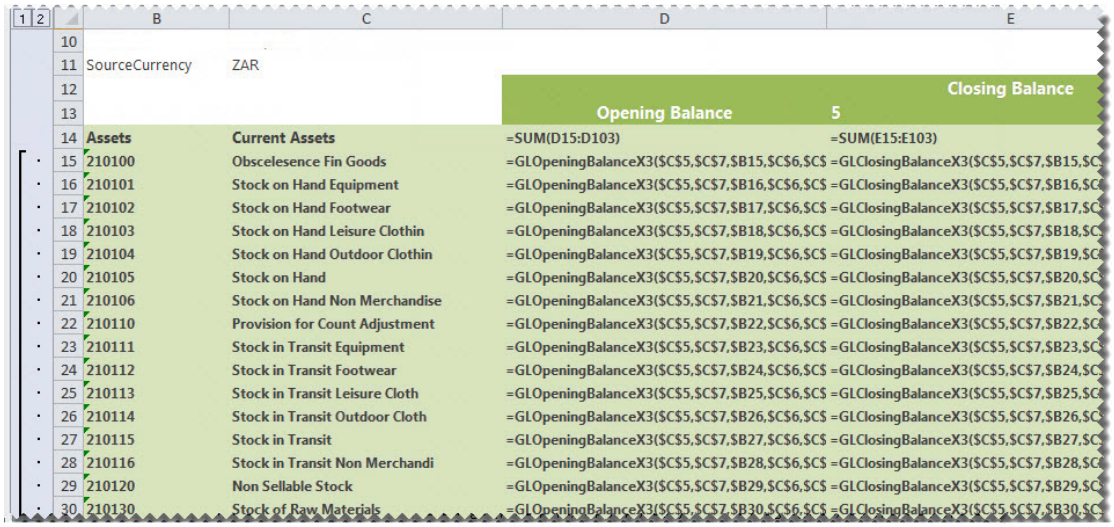
You can also mix absolute and relative cell references. An example would be copying a cell reference of **$A5**, the column reference will remain **A** but the row reference will change to reflect the formulas new location.

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

Displaying Cell Formulas instead of Values

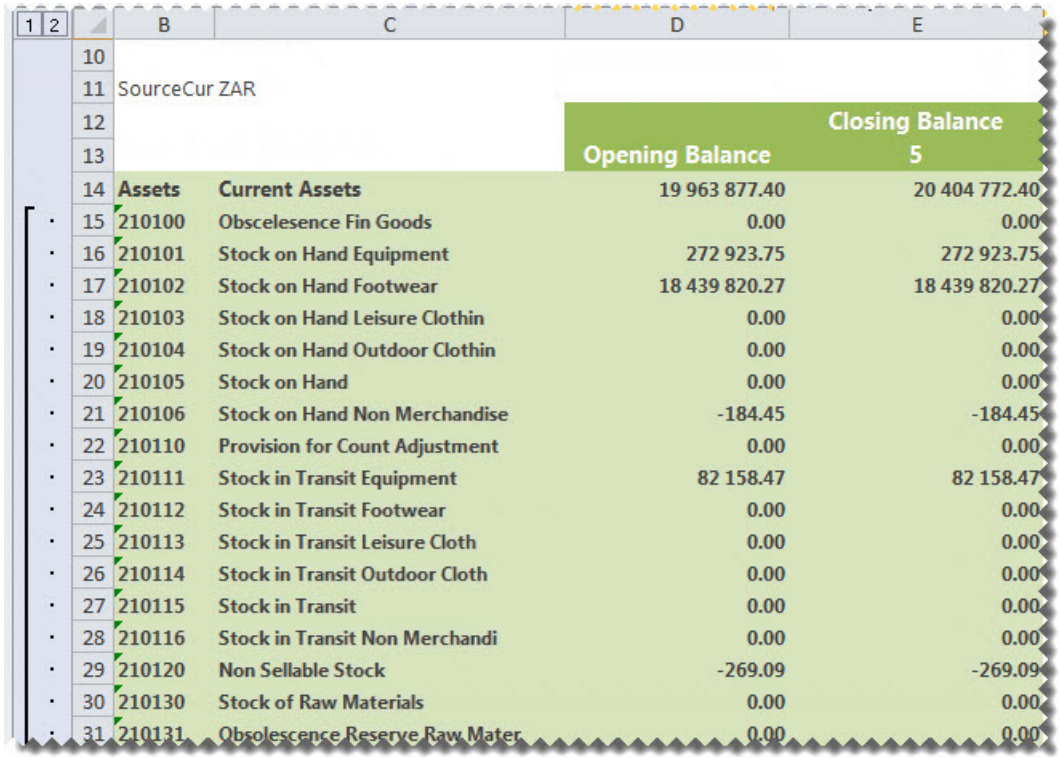
To display all of the formulas used on your spreadsheet without clicking on each cell individually:

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



	B	C	D	E
10				
11	SourceCurrency	ZAR		
12				Closing Balance
13			Opening Balance	5
14	Assets	Current Assets	=SUM(D15:D103)	=SUM(E15:E103)
15	210100	Obscelesence Fin Goods	=GLOpeningBalanceX3(C5,C7,$B15,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B15,$C
16	210101	Stock on Hand Equipment	=GLOpeningBalanceX3(C5,C7,$B16,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B16,$C
17	210102	Stock on Hand Footwear	=GLOpeningBalanceX3(C5,C7,$B17,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B17,$C
18	210103	Stock on Hand Leisure Clothin	=GLOpeningBalanceX3(C5,C7,$B18,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B18,$C
19	210104	Stock on Hand Outdoor Clothin	=GLOpeningBalanceX3(C5,C7,$B19,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B19,$C
20	210105	Stock on Hand	=GLOpeningBalanceX3(C5,C7,$B20,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B20,$C
21	210106	Stock on Hand Non Merchandise	=GLOpeningBalanceX3(C5,C7,$B21,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B21,$C
22	210110	Provision for Count Adjustment	=GLOpeningBalanceX3(C5,C7,$B22,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B22,$C
23	210111	Stock in Transit Equipment	=GLOpeningBalanceX3(C5,C7,$B23,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B23,$C
24	210112	Stock in Transit Footwear	=GLOpeningBalanceX3(C5,C7,$B24,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B24,$C
25	210113	Stock in Transit Leisure Cloth	=GLOpeningBalanceX3(C5,C7,$B25,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B25,$C
26	210114	Stock in Transit Outdoor Cloth	=GLOpeningBalanceX3(C5,C7,$B26,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B26,$C
27	210115	Stock in Transit	=GLOpeningBalanceX3(C5,C7,$B27,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B27,$C
28	210116	Stock in Transit Non Merchandi	=GLOpeningBalanceX3(C5,C7,$B28,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B28,$C
29	210120	Non Sellable Stock	=GLOpeningBalanceX3(C5,C7,$B29,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B29,$C
30	210130	Stock of Raw Materials	=GLOpeningBalanceX3(C5,C7,$B30,$C$6,$C$	=GLClosingBalanceX3(C5,C7,$B30,$C

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



	B	C	D	E
10				
11	SourceCur ZAR			
12				Closing Balance
13			Opening Balance	5
14	Assets	Current Assets	19 963 877.40	20 404 772.40
15	210100	Obscelesence Fin Goods	0.00	0.00
16	210101	Stock on Hand Equipment	272 923.75	272 923.75
17	210102	Stock on Hand Footwear	18 439 820.27	18 439 820.27
18	210103	Stock on Hand Leisure Clothin	0.00	0.00
19	210104	Stock on Hand Outdoor Clothin	0.00	0.00
20	210105	Stock on Hand	0.00	0.00
21	210106	Stock on Hand Non Merchandise	-184.45	-184.45
22	210110	Provision for Count Adjustment	0.00	0.00
23	210111	Stock in Transit Equipment	82 158.47	82 158.47
24	210112	Stock in Transit Footwear	0.00	0.00
25	210113	Stock in Transit Leisure Cloth	0.00	0.00
26	210114	Stock in Transit Outdoor Cloth	0.00	0.00
27	210115	Stock in Transit	0.00	0.00
28	210116	Stock in Transit Non Merchandi	0.00	0.00
29	210120	Non Sellable Stock	-269.09	-269.09
30	210130	Stock of Raw Materials	0.00	0.00
31	210131	Obsolescence Reserve Raw Mater	0.00	0.00

Catering for New General Ledger Accounts

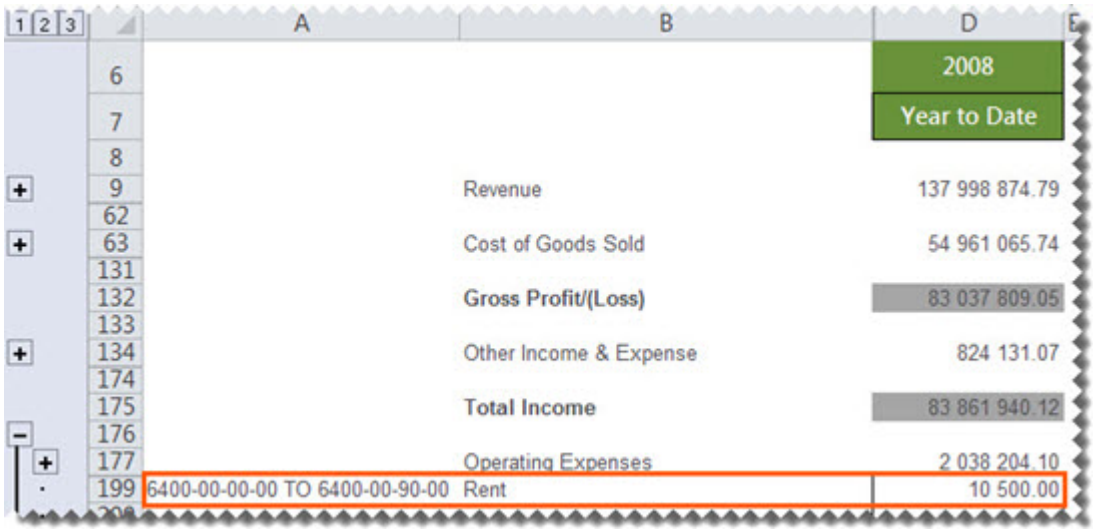
Use account ranges or wildcards when designing your report to cater for new accounts that may be added to the General Ledger in the future.

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 - Showroom**, it would automatically be included in the **Rent** amount as it falls within the account range of **6400-00-00-00 TO 6400-00-90-00**. Therefore no changes would be required in your report layout.



	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

Missing Accounts

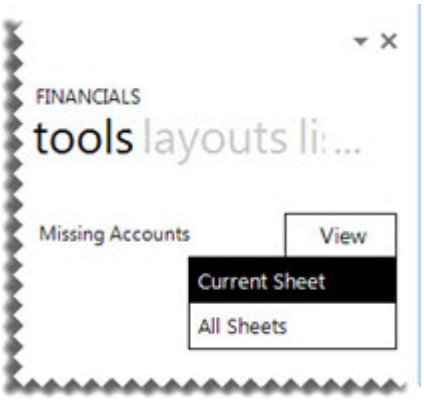
The **Missing Accounts** tool allows you to ensure that your report designer layouts are accurate by checking the accounts that exist in the layout and comparing them to the accounts which exist in your General Ledger. This allows you to view which accounts are missing and then to decide if you'd like to add them to any of your report layouts.

Tip: We recommend that you regularly run the **Missing Accounts** option on each of your financial statements to view any new General Ledger accounts which have not been included in your reports.

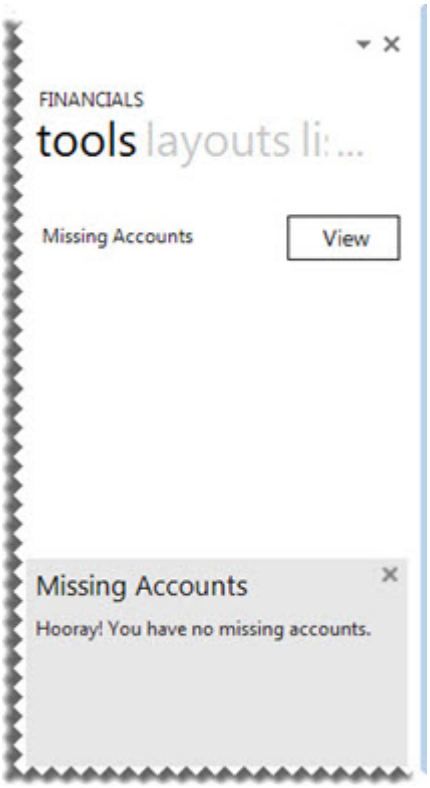
The option to view missing accounts is available from the Task Pane in Microsoft Excel under the **Tools** tab.

Viewing Missing Accounts for the Current Layout

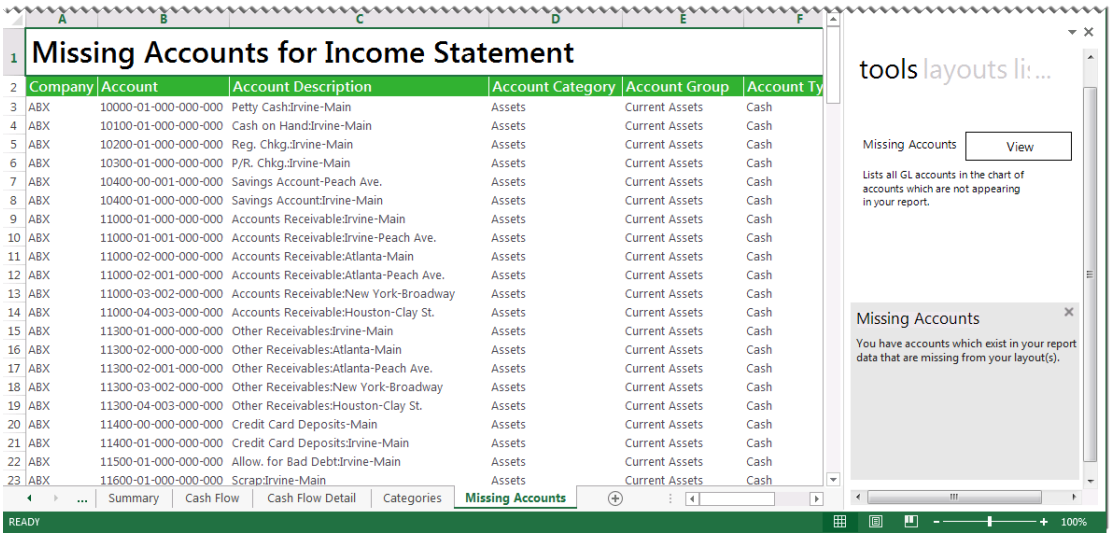
1. To view missing accounts from your current layout, from the current worksheet that is displayed in Microsoft Excel, select the **Tools** tab from the Task Pane in Microsoft Excel.
2. Select **View**, **Current Sheet**.



If there are no missing accounts a notification message will indicate that there are no accounts missing from your current worksheet that exist in your General Ledger.



If there are accounts missing from your current worksheet, a Missing Accounts worksheet will be generated in the Microsoft Excel workbook to display the accounts that are missing from your current worksheet. Don't panic! Odds are you will always have missing accounts because if you're checking the Income Statement, all of your Balance Sheet accounts will be missing, and vice versa.



3. In the same workbook, click on the **Missing Accounts** worksheet. A list of accounts which exist in the General Ledger but are not being used in the formulas you selected, will be listed.

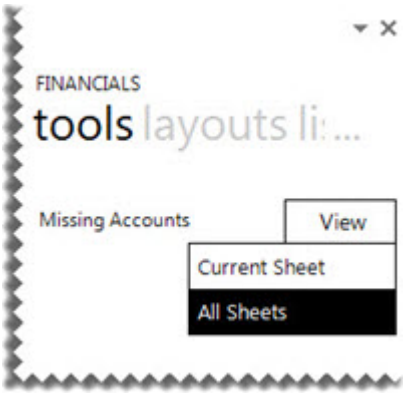
Note: This worksheet is updated each time the Missing Accounts option is run. Always select your formulas and click the Missing Accounts View option before viewing the Missing Accounts worksheet.

4. Copy any missing accounts which you'd like to be included in your report, and insert them under the correct heading in your financial statement.

Viewing Missing Accounts for All Layouts

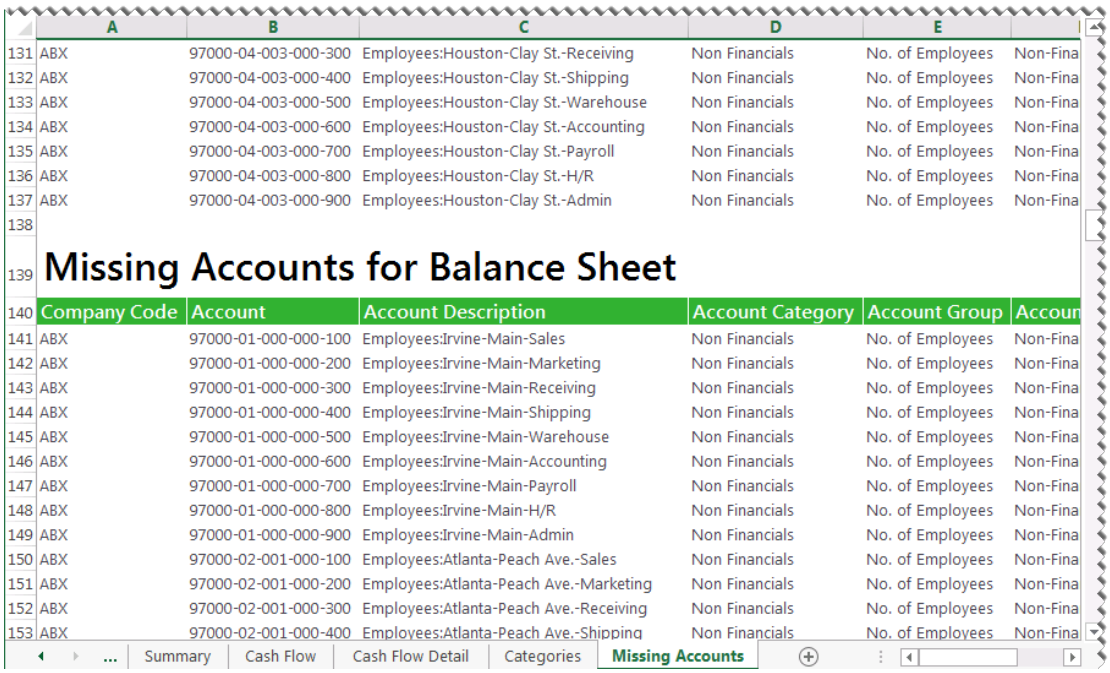
1. To view missing accounts for all the layouts in your workbook, select the **Tools** tab from the Task Pane in Microsoft Excel.

2. Select **View, All Sheets.**



If there are no Missing accounts a Task Pane notification message will indicate that there are no accounts missing from your current sheet that exist in your General Ledger.

If there are accounts missing from your current sheet a **Missing Accounts** worksheet will be generated in the Microsoft Excel workbook to display the accounts that are missing from each layout. Don't panic! Odds are you will always have missing accounts because for the Income Statements, all of your Balance Sheets accounts will be missing, and vice versa.



	A	B	C	D	E	
131	ABX	97000-04-003-000-300	Employees:Houston-Clay St.-Receiving	Non Financials	No. of Employees	Non-Fina
132	ABX	97000-04-003-000-400	Employees:Houston-Clay St.-Shipping	Non Financials	No. of Employees	Non-Fina
133	ABX	97000-04-003-000-500	Employees:Houston-Clay St.-Warehouse	Non Financials	No. of Employees	Non-Fina
134	ABX	97000-04-003-000-600	Employees:Houston-Clay St.-Accounting	Non Financials	No. of Employees	Non-Fina
135	ABX	97000-04-003-000-700	Employees:Houston-Clay St.-Payroll	Non Financials	No. of Employees	Non-Fina
136	ABX	97000-04-003-000-800	Employees:Houston-Clay St.-H/R	Non Financials	No. of Employees	Non-Fina
137	ABX	97000-04-003-000-900	Employees:Houston-Clay St.-Admin	Non Financials	No. of Employees	Non-Fina
138						
139	**Missing Accounts for Balance Sheet**					
140	Company Code	Account	Account Description	Account Category	Account Group	Accoun
141	ABX	97000-01-000-000-100	Employees:Irvine-Main-Sales	Non Financials	No. of Employees	Non-Fina
142	ABX	97000-01-000-000-200	Employees:Irvine-Main-Marketing	Non Financials	No. of Employees	Non-Fina
143	ABX	97000-01-000-000-300	Employees:Irvine-Main-Receiving	Non Financials	No. of Employees	Non-Fina
144	ABX	97000-01-000-000-400	Employees:Irvine-Main-Shipping	Non Financials	No. of Employees	Non-Fina
145	ABX	97000-01-000-000-500	Employees:Irvine-Main-Warehouse	Non Financials	No. of Employees	Non-Fina
146	ABX	97000-01-000-000-600	Employees:Irvine-Main-Accounting	Non Financials	No. of Employees	Non-Fina
147	ABX	97000-01-000-000-700	Employees:Irvine-Main-Payroll	Non Financials	No. of Employees	Non-Fina
148	ABX	97000-01-000-000-800	Employees:Irvine-Main-H/R	Non Financials	No. of Employees	Non-Fina
149	ABX	97000-01-000-000-900	Employees:Irvine-Main-Admin	Non Financials	No. of Employees	Non-Fina
150	ABX	97000-02-001-000-100	Employees:Atlanta-Peach Ave.-Sales	Non Financials	No. of Employees	Non-Fina
151	ABX	97000-02-001-000-200	Employees:Atlanta-Peach Ave.-Marketing	Non Financials	No. of Employees	Non-Fina
152	ABX	97000-02-001-000-300	Employees:Atlanta-Peach Ave.-Receiving	Non Financials	No. of Employees	Non-Fina
153	ABX	97000-02-001-000-400	Employees:Atlanta-Peach Ave.-Shipping	Non Financials	No. of Employees	Non-Fina

3. In the same workbook, click on the **Missing Accounts** worksheet. A list of accounts which exist in the General Ledger but are not being used in the formulas you selected, will be listed.

Note: This worksheet is updated each time the Missing Accounts option is run. Always select your formulas and click the Missing Accounts View option before viewing the Missing Accounts worksheet.

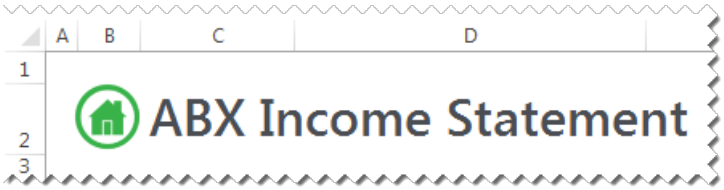
4. Copy any missing accounts which you'd like to be included in your report, and insert them under the correct heading in your financial statement.

Designing Financial Reports

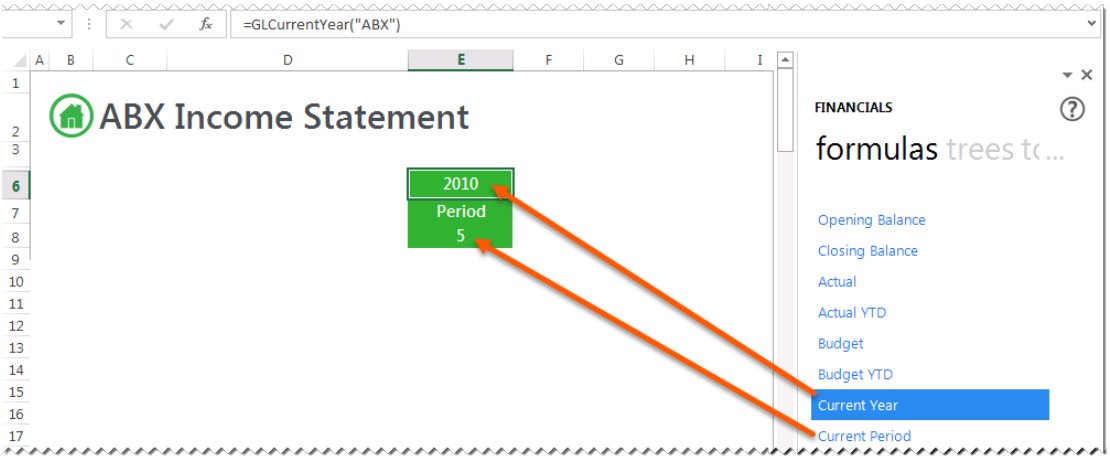
Designing a Basic Income Statement

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

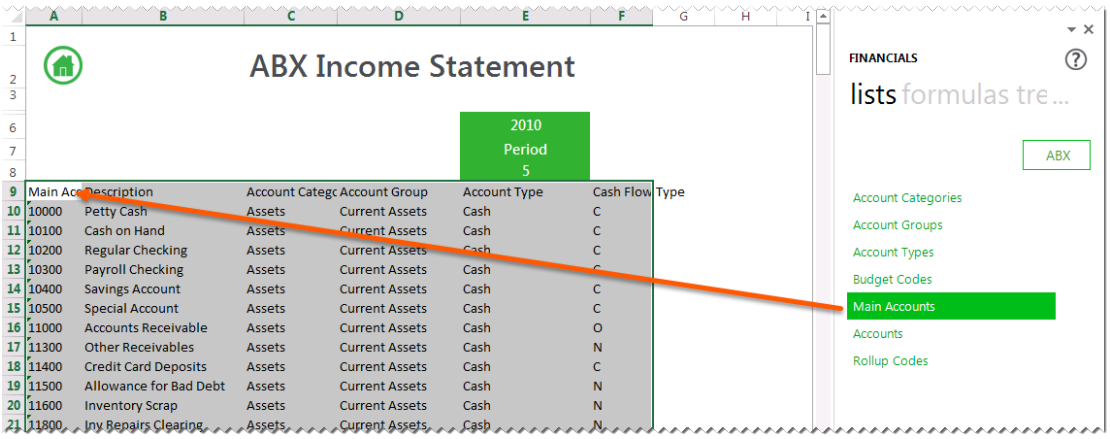
1. Set-up your spreadsheet with a heading.



2. In cell **E6:E8**, create a column heading. Drag the current year and current period formula in to ensure you are always reporting on the latest data.



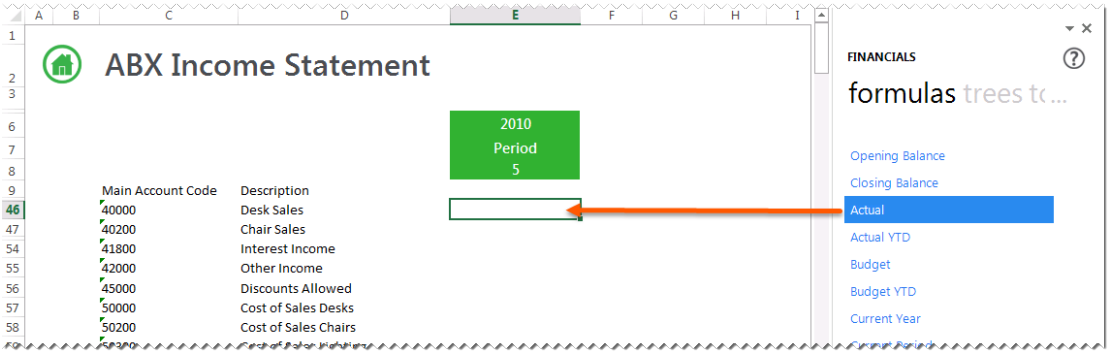
3. Drag and drop the **Main Accounts** from the **Lists** group. You will use this list to help create your report.



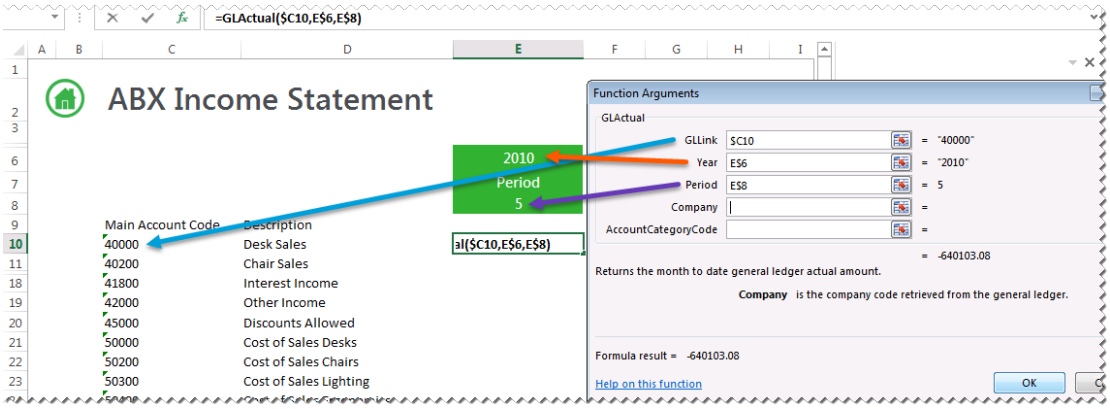
4. Clear the columns not required.

5. Delete the balance sheet accounts not required.

6. Drag and drop the **Actual** formula onto your spreadsheet in the same row as your first account.



7. Change the **Actual** formula to link to the correct main account, year and period. You can do this by clicking the **fx** button and making the changes.

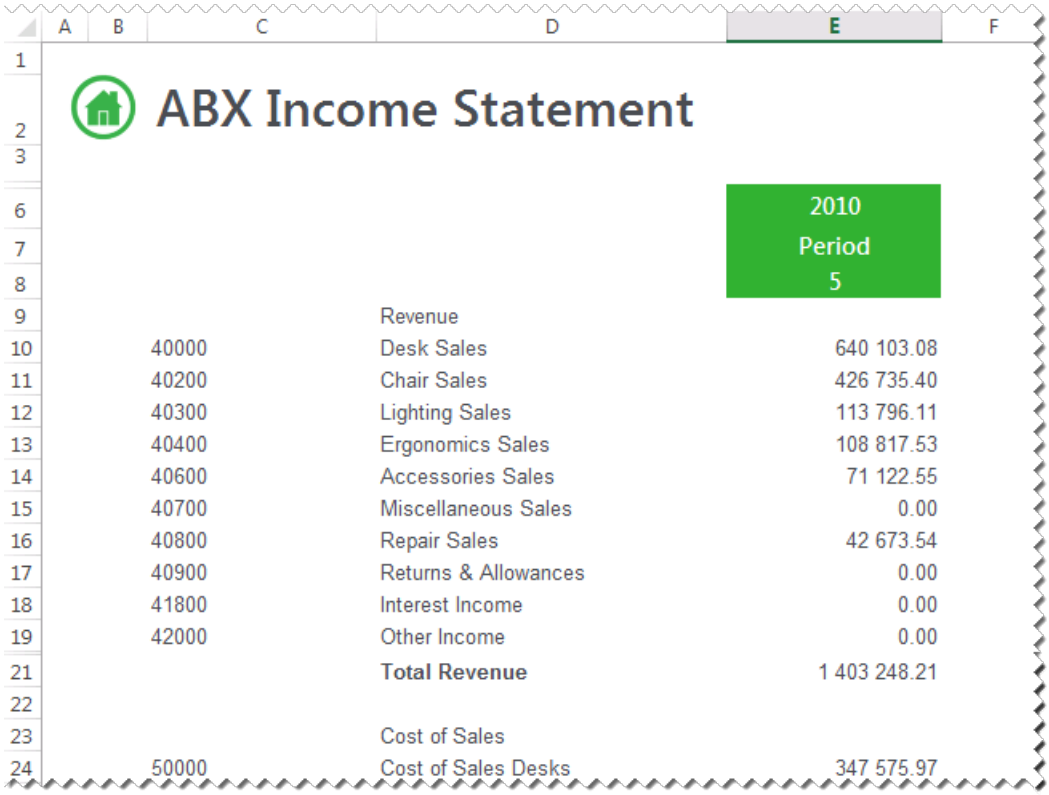


Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic **Using Relative or Absolute Cell Referencing**.

Tip: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a **-** (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

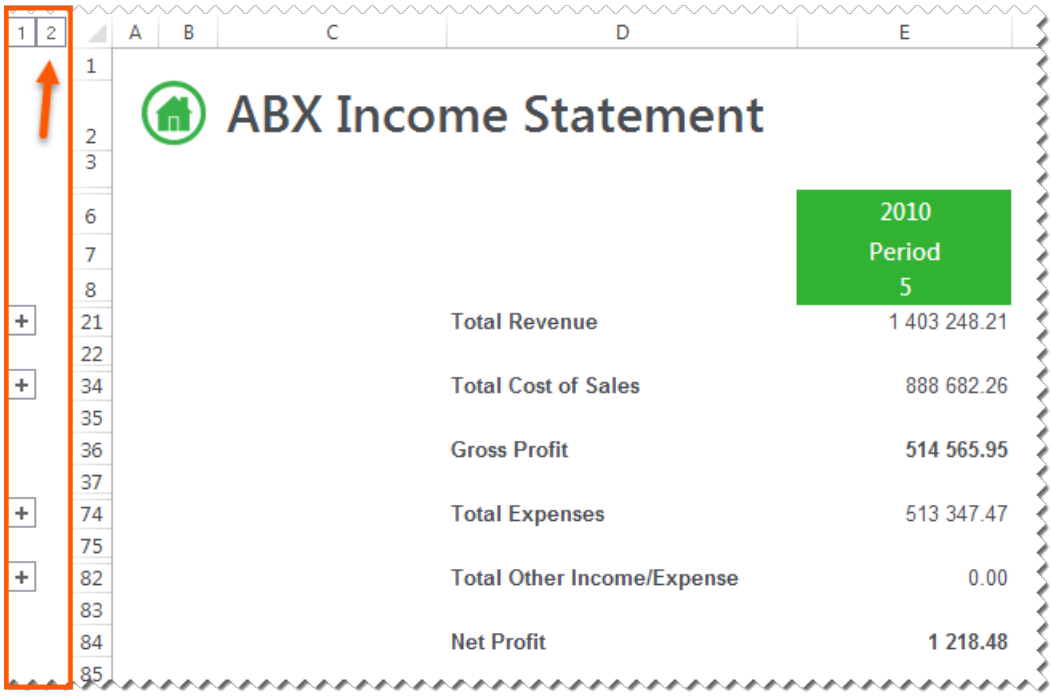
8. Drag the fill handle down to copy the formula down to other account rows.

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



		ABX Income Statement	
			2010 Period 5
		Revenue	
	40000	Desk Sales	640 103.08
	40200	Chair Sales	426 735.40
	40300	Lighting Sales	113 796.11
	40400	Ergonomics Sales	108 817.53
	40600	Accessories Sales	71 122.55
	40700	Miscellaneous Sales	0.00
	40800	Repair Sales	42 673.54
	40900	Returns & Allowances	0.00
	41800	Interest Income	0.00
	42000	Other Income	0.00
		Total Revenue	1 403 248.21
		Cost of Sales	
	50000	Cost of Sales Desks	347 575.97

10. Using Excel features, add grouping so that you can see a summarized view. You can click the **2** to see the expanded view when required.



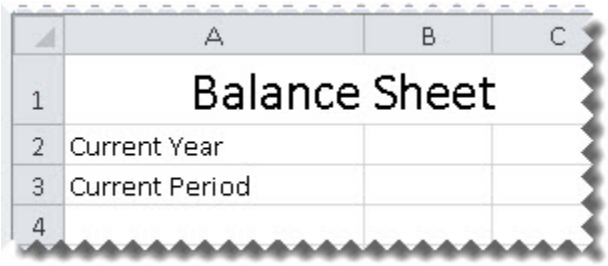
		ABX Income Statement	
			2010 Period 5
+	21	**Total Revenue**	1 403 248.21
	22		
+	34	**Total Cost of Sales**	888 682.26
	35		
	36	**Gross Profit**	**514 565.95**
	37		
+	74	**Total Expenses**	513 347.47
	75		
+	82	**Total Other Income/Expense**	0.00
	83		
	84	**Net Profit**	**1 218.48**

11. Save your report for future use.

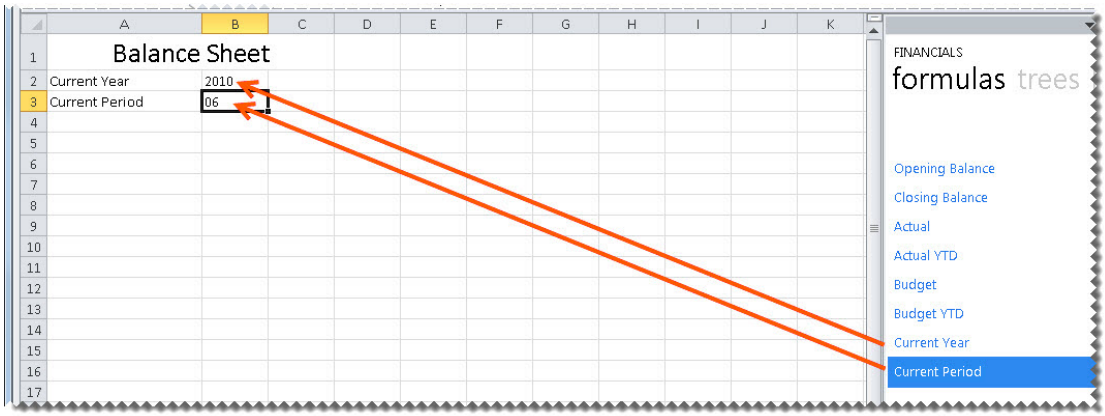
Creating a Basic Balance Sheet

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.

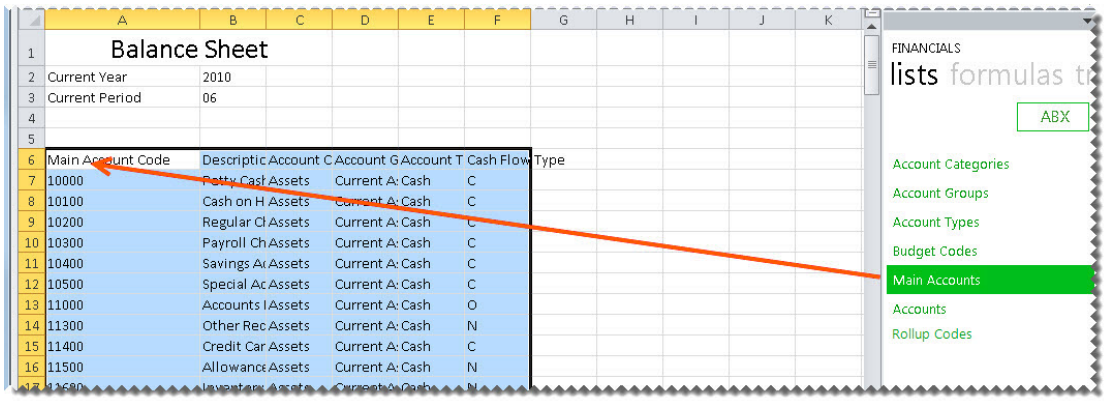
1. Create a main title on your spreadsheet as well as titles for **Current Year** and **Current Period**.



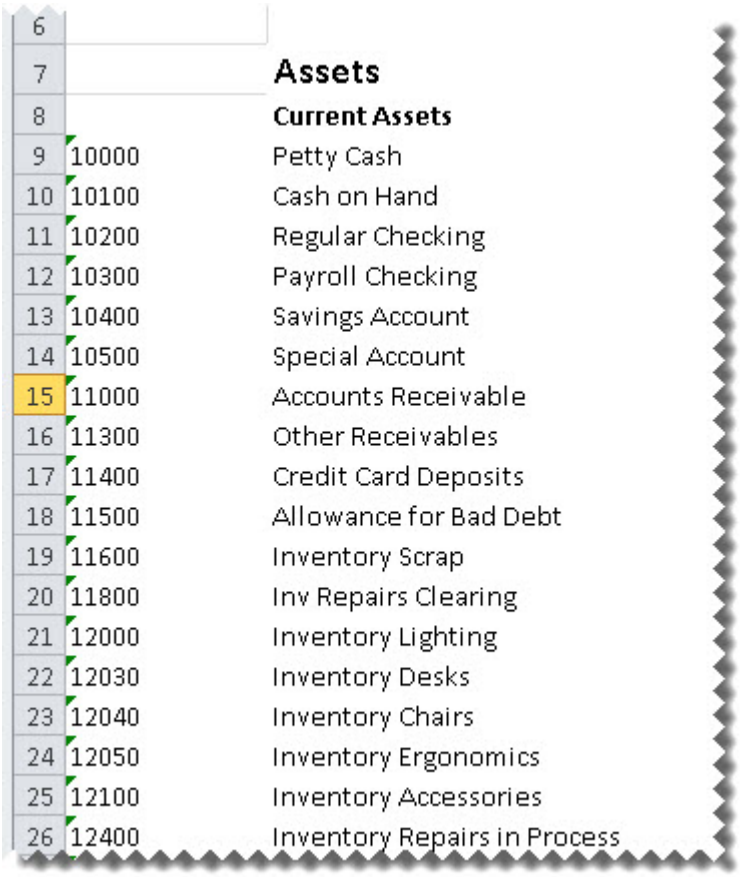
2. Drag the formulas for **Current Year** and **Current Period** formulas into their respective cells.



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

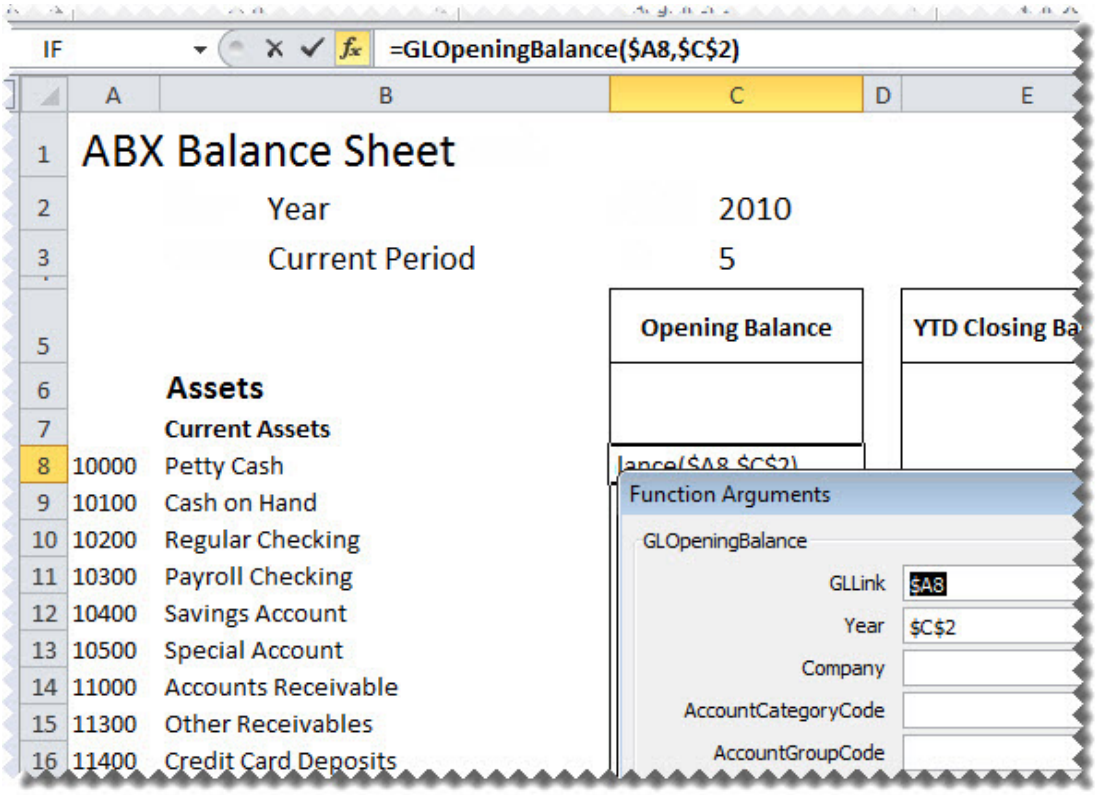


4. Delete the income statement accounts not required, and create headings and totals where required for your rows.

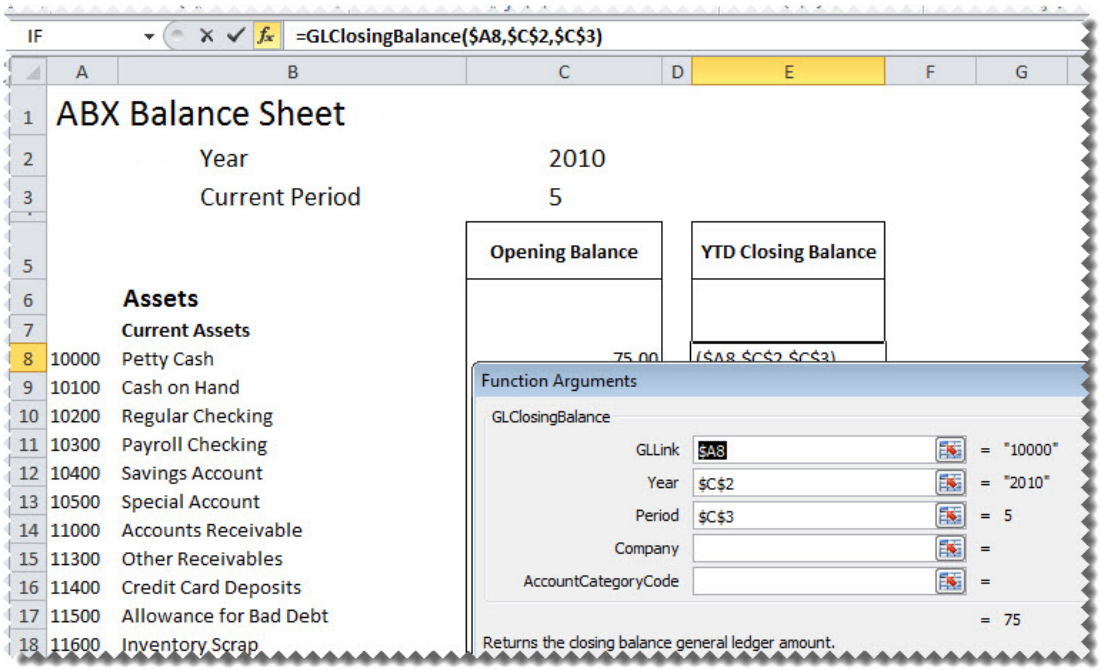


6		
7		**Assets**
8		**Current Assets**
9	10000	Petty Cash
10	10100	Cash on Hand
11	10200	Regular Checking
12	10300	Payroll Checking
13	10400	Savings Account
14	10500	Special Account
15	11000	Accounts Receivable
16	11300	Other Receivables
17	11400	Credit Card Deposits
18	11500	Allowance for Bad Debt
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

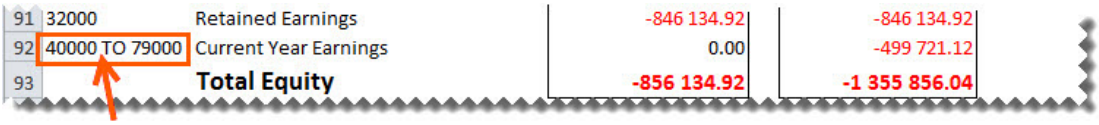
5. In row 5 add column headings for the Opening and YTD Closing Balances.
6. Drag and drop the **Opening Balance** formula onto your spreadsheet in the same row as your first account.
7. Change the formula to link to the correct account as well as the correct year. You can do this by clicking the **fx** 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 spreadsheet 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.

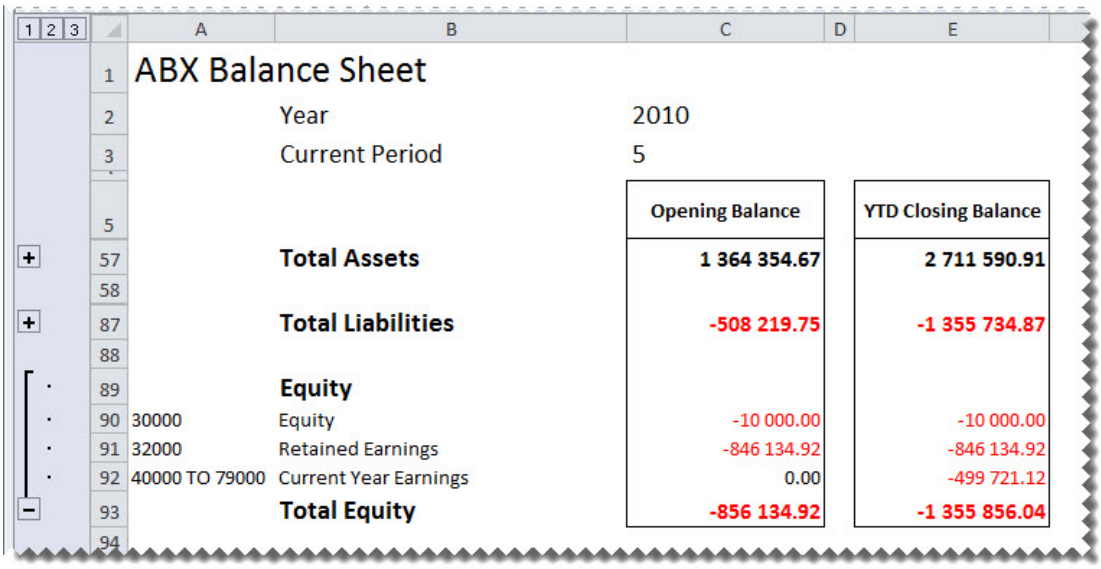


11. Drag the fill handle down to copy the formula to all the accounts required.
12. Add the **Current Year Earnings**. This can be done using an account range if required.



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**

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



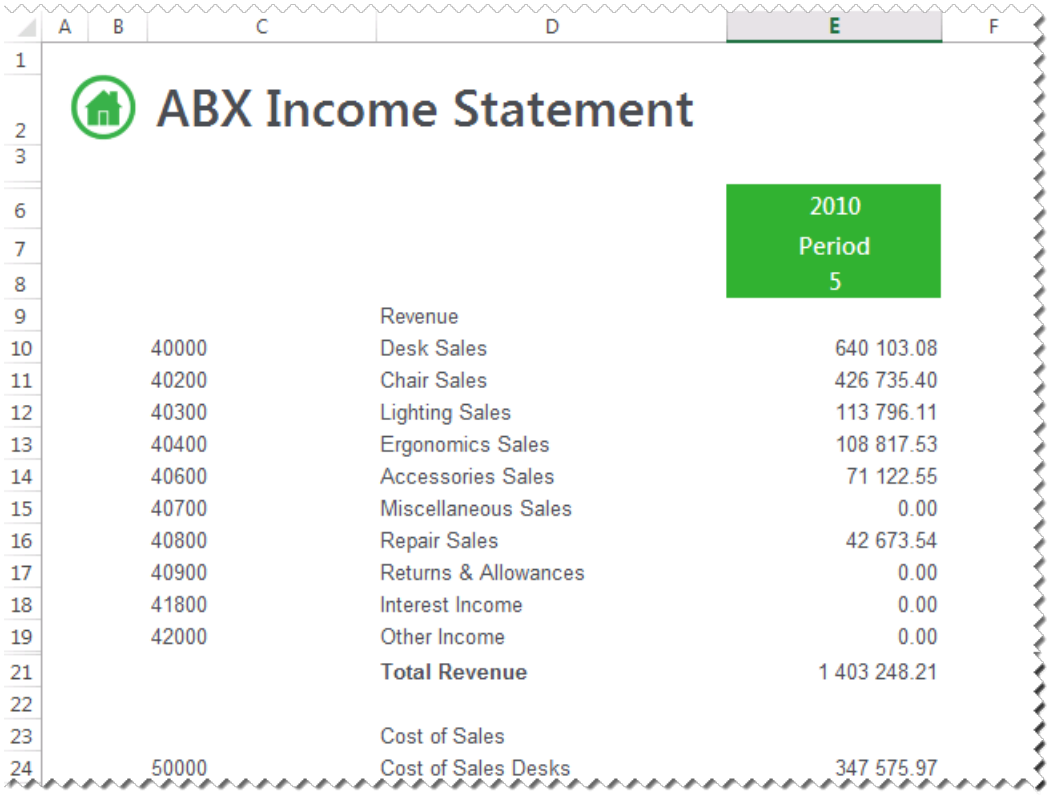
	A	B	C	D	E
1	ABX Balance Sheet				
2		Year	2010		
3		Current Period	5		
5			**Opening Balance**		**YTD Closing Balance**
57		**Total Assets**	**1 364 354.67**		**2 711 590.91**
58					
87		**Total Liabilities**	**-508 219.75**		**-1 355 734.87**
88					
89		**Equity**			
90	30000	Equity	-10 000.00		-10 000.00
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.

Designing 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 Microsoft Excel formulas and basic accounting is required.

1. Follow the instructions to design a basic income statement.

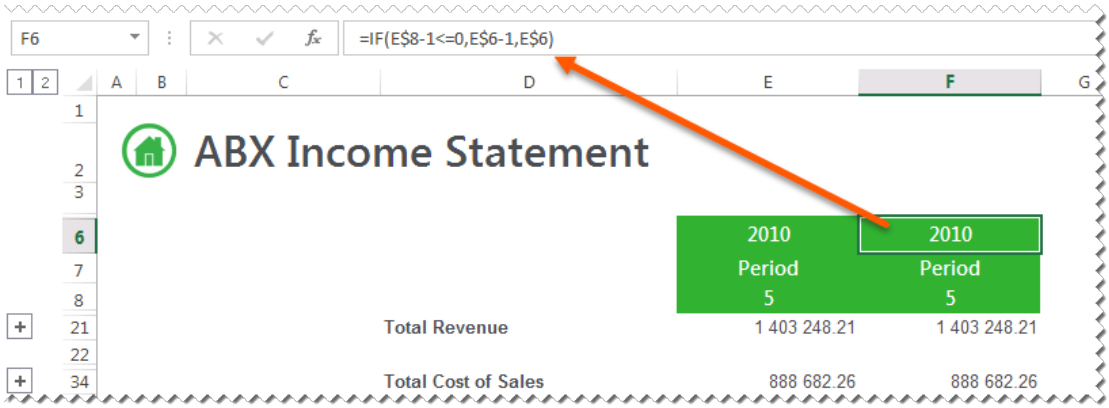


ABX Income Statement

			2010 Period 5
		Revenue	
	40000	Desk Sales	640 103.08
	40200	Chair Sales	426 735.40
	40300	Lighting Sales	113 796.11
	40400	Ergonomics Sales	108 817.53
	40600	Accessories Sales	71 122.55
	40700	Miscellaneous Sales	0.00
	40800	Repair Sales	42 673.54
	40900	Returns & Allowances	0.00
	41800	Interest Income	0.00
	42000	Other Income	0.00
		Total Revenue	1 403 248.21
		Cost of Sales	
	50000	Cost of Sales Desks	347 575.97

2. Copy column **E** to create a second column.

3. In cell **F6**, 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. **=IF(E$8-1<=0,E$6-1,E$6)**

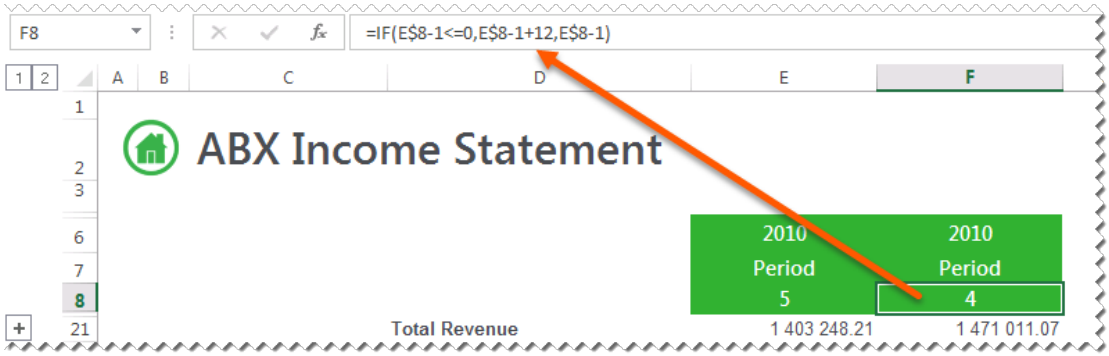


F6 =IF(E$8-1<=0,E$6-1,E$6)

ABX Income Statement

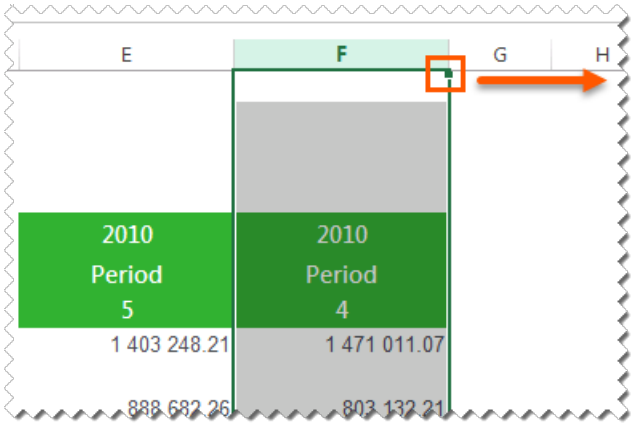
		2010 Period 5	2010 Period 5
	Total Revenue	1 403 248.21	1 403 248.21
	Total Cost of Sales	888 682.26	888 682.26

4. In cell **F8** 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. **=IF(E$8-1<=0,E$8-1+12,E$8-1)**

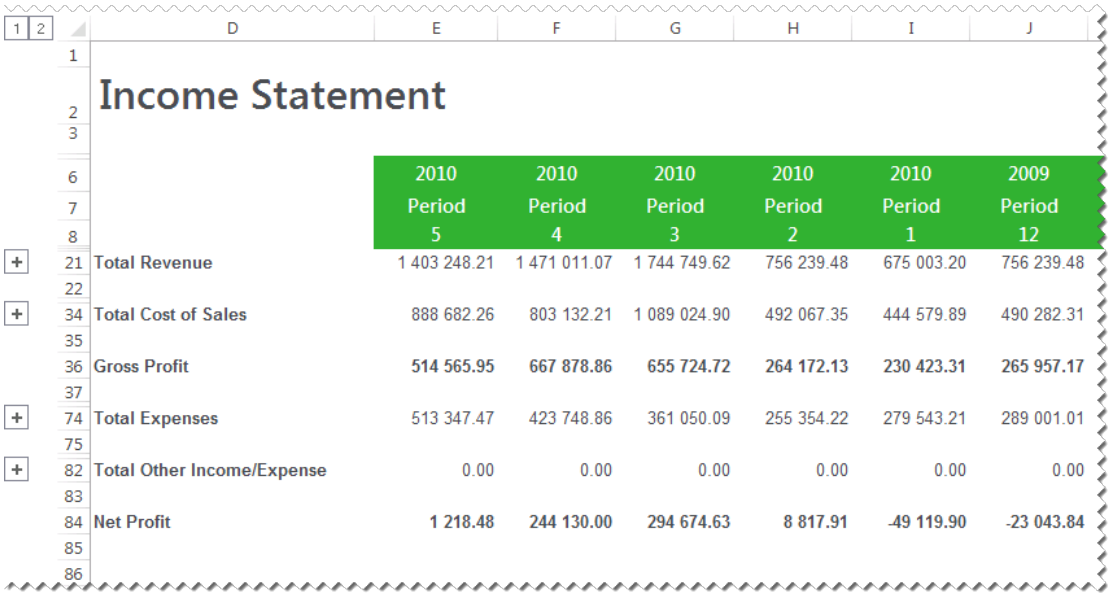


5. Select column **F**.

6. Hover over the fill handle till the cursor becomes a cross, then drag the column to the right for however many periods you would like to see data for.



7. Notice the year and periods updated automatically.



Income Statement

	2010 Period 5	2010 Period 4	2010 Period 3	2010 Period 2	2010 Period 1	2009 Period 12
Total Revenue	1 403 248.21	1 471 011.07	1 744 749.62	756 239.48	675 003.20	756 239.48
Total Cost of Sales	888 682.26	803 132.21	1 089 024.90	492 067.35	444 579.89	490 282.31
Gross Profit	**514 565.95**	**667 878.86**	**655 724.72**	**264 172.13**	**230 423.31**	**265 957.17**
Total Expenses	513 347.47	423 748.86	361 050.09	255 354.22	279 543.21	289 001.01
Total Other Income/Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Profit	**1 218.48**	**244 130.00**	**294 674.63**	**8 817.91**	**-49 119.90**	**-23 043.84**

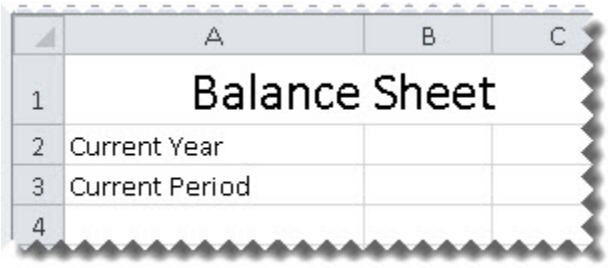
8. If you used cell references in your formulas correctly, the formulas will also all update correctly for the year and period in each column.

9. Save your report for future use.

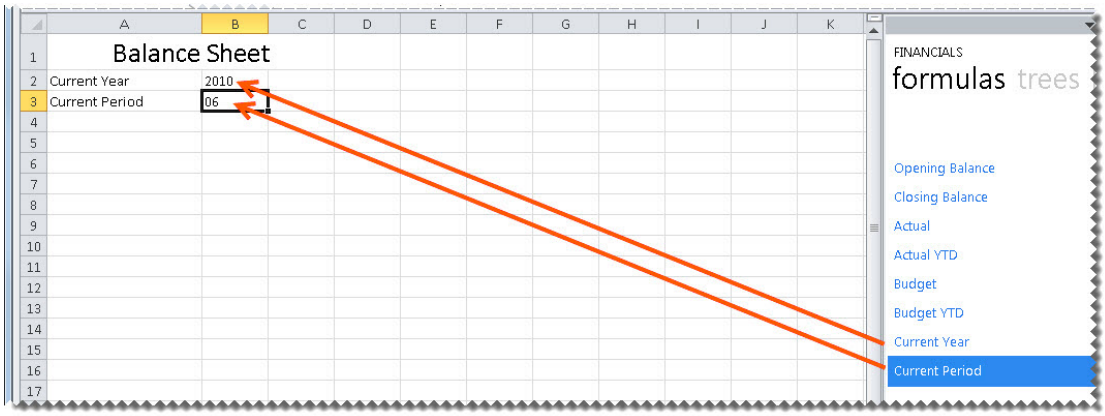
Creating a Quarterly Balance Sheet

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.

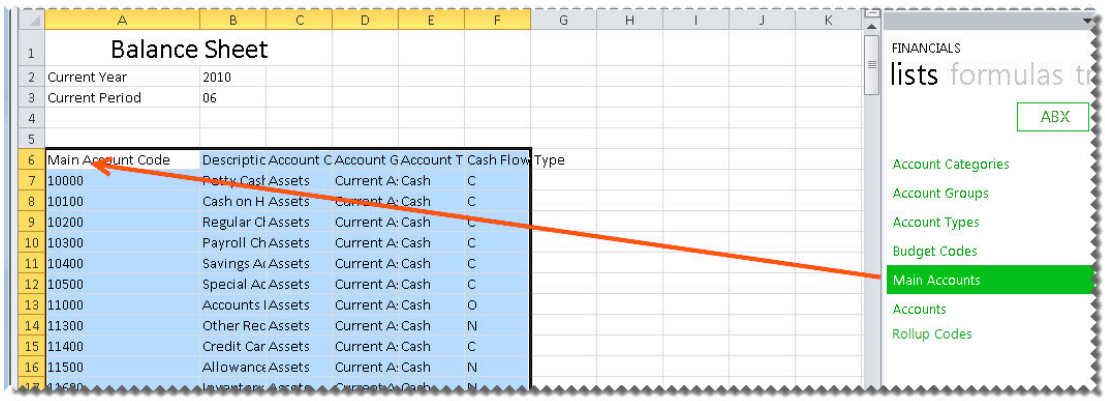
1. Create a main title on your spreadsheet as well as titles for **Current Year** and **Current Period**.



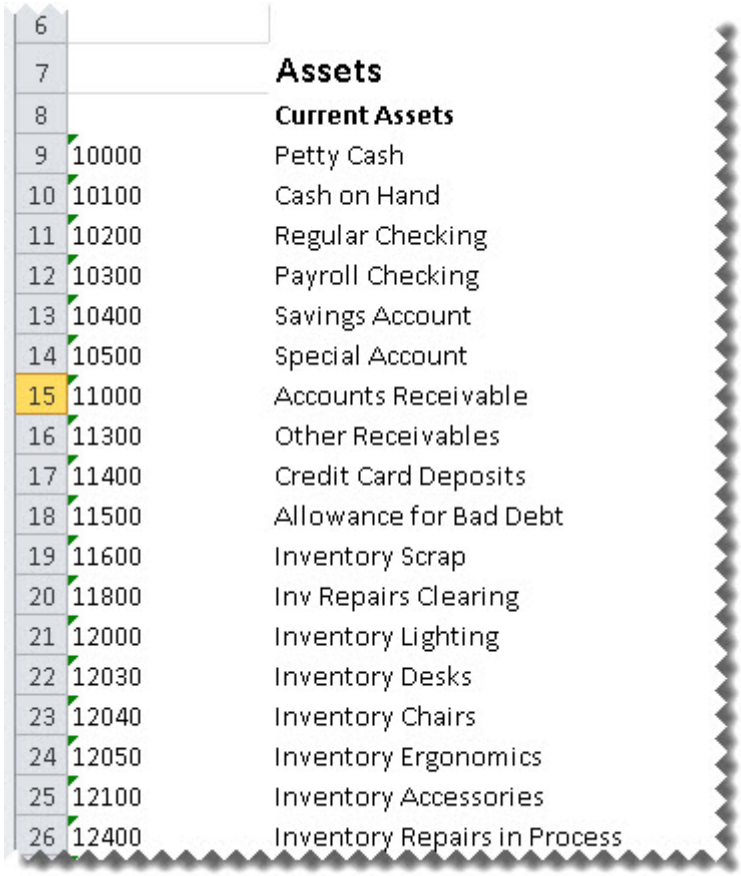
2. Drag the formulas for **Current Year** and **Current Period** formulas into their respective cells.



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



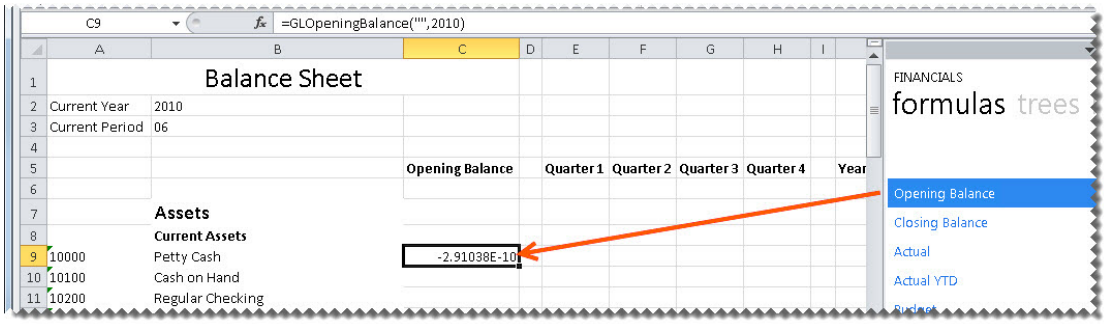
4. Delete the income statement accounts not required, and create headings and totals where required for your rows.



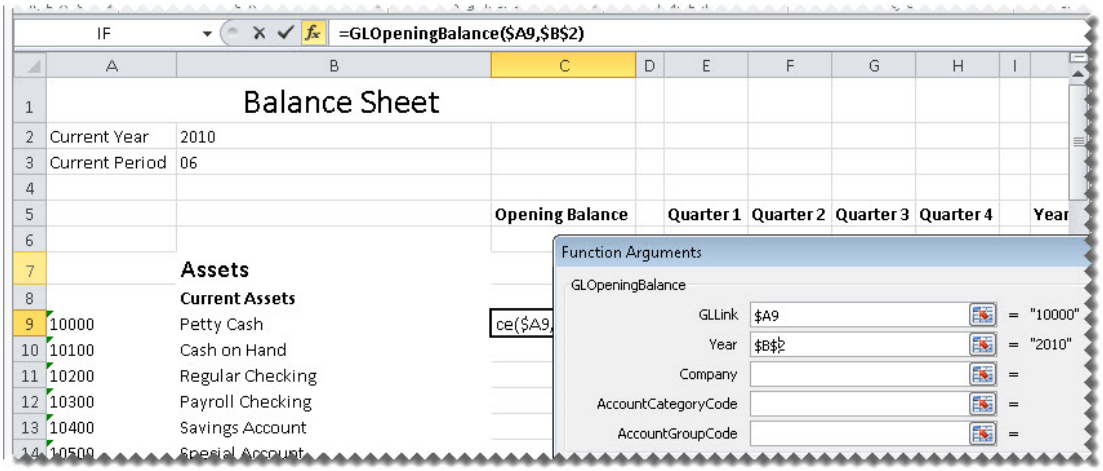
6		
7		**Assets**
8		**Current Assets**
9	10000	Petty Cash
10	10100	Cash on Hand
11	10200	Regular Checking
12	10300	Payroll Checking
13	10400	Savings Account
14	10500	Special Account
15	11000	Accounts Receivable
16	11300	Other Receivables
17	11400	Credit Card Deposits
18	11500	Allowance for Bad Debt
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 and year. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.

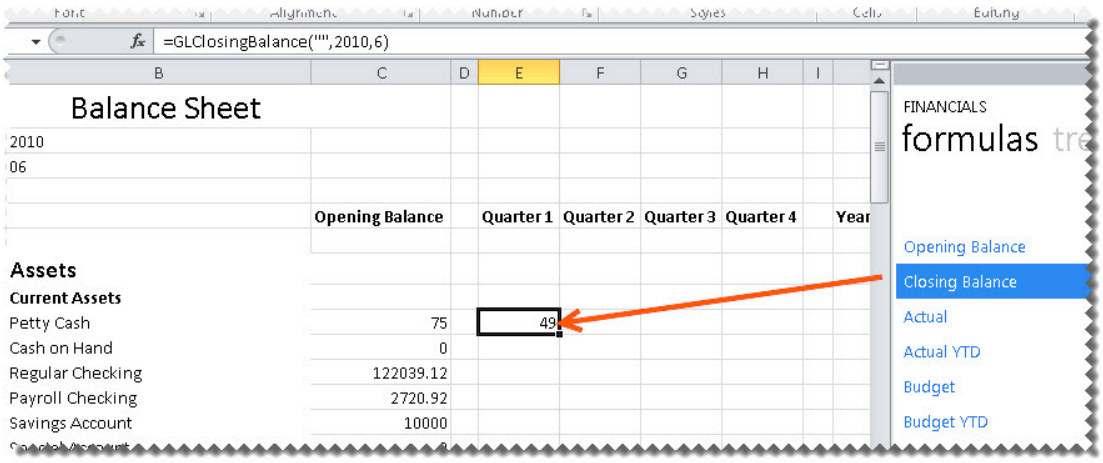


Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic **Using Relative or Absolute Cell Referencing**.

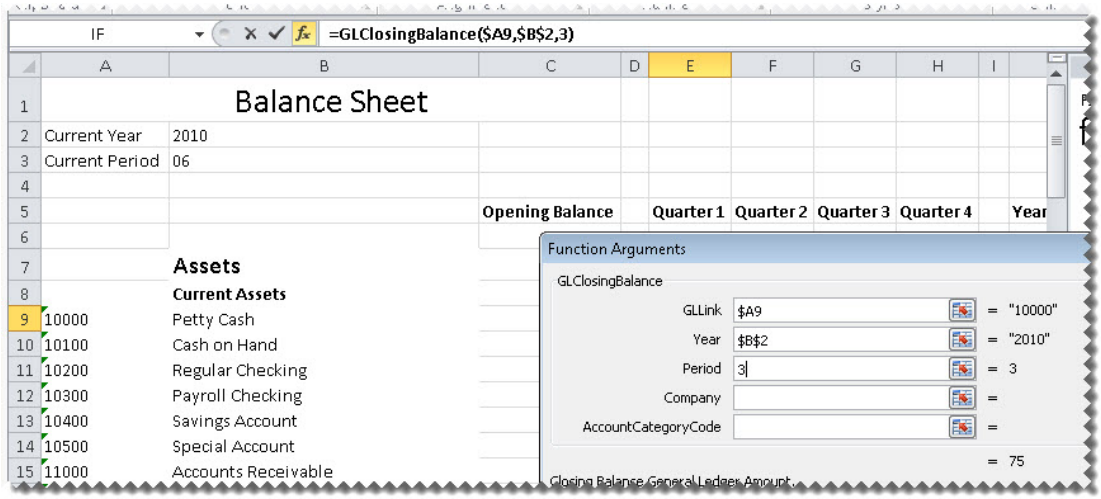
Tip: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a **-** (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

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.

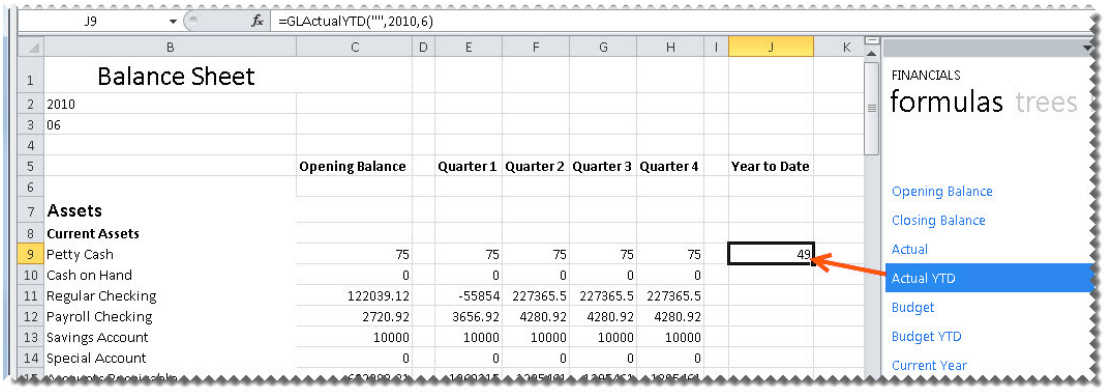


Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic **Using Relative or Absolute Cell Referencing**.

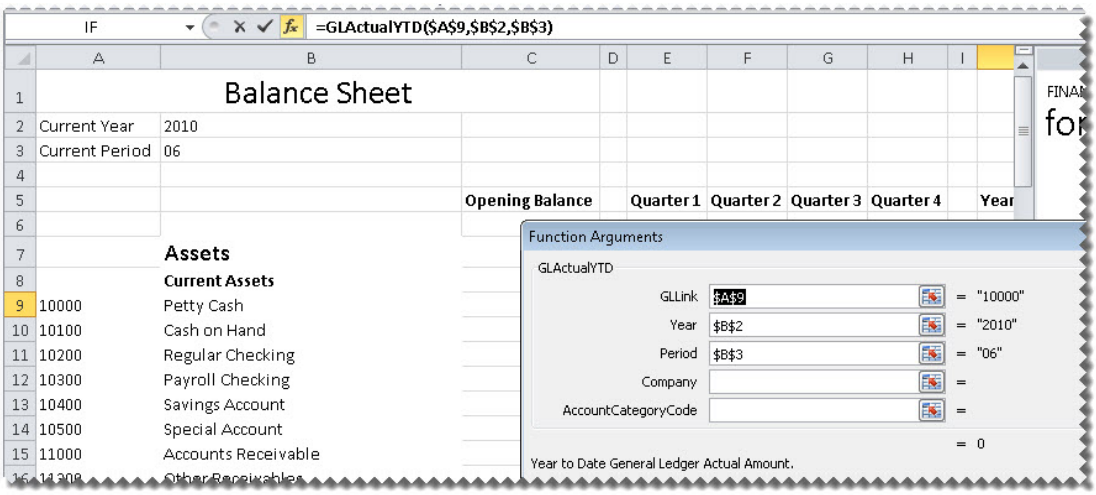
Tip: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a **-** (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

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: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a **-** (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows 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.

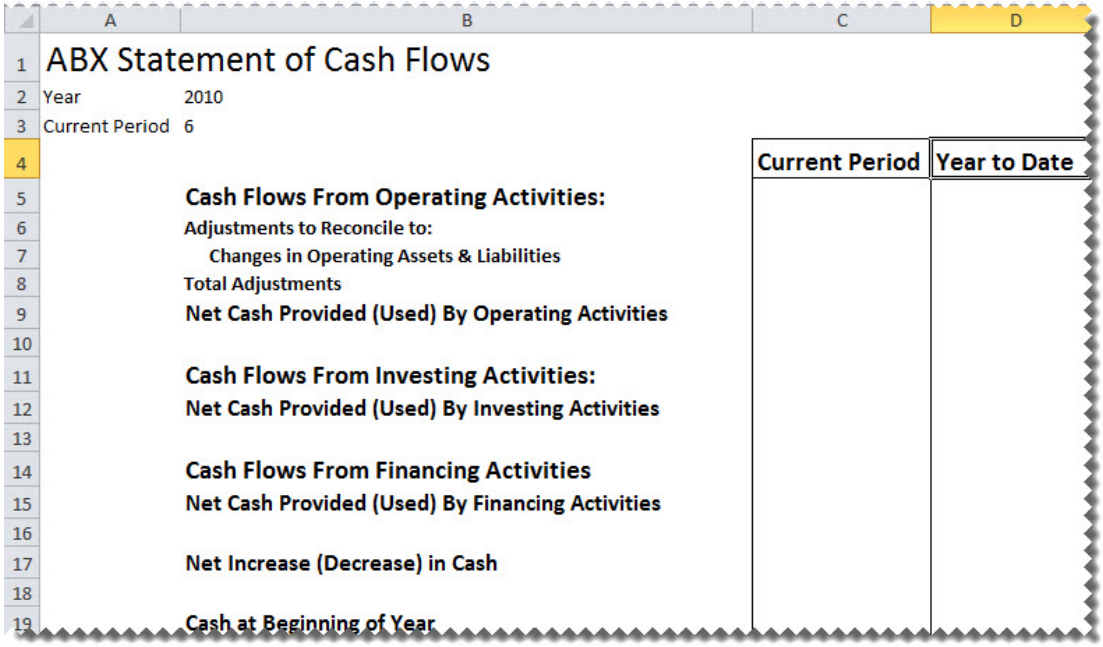
Designing a Cash Flow Report

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.

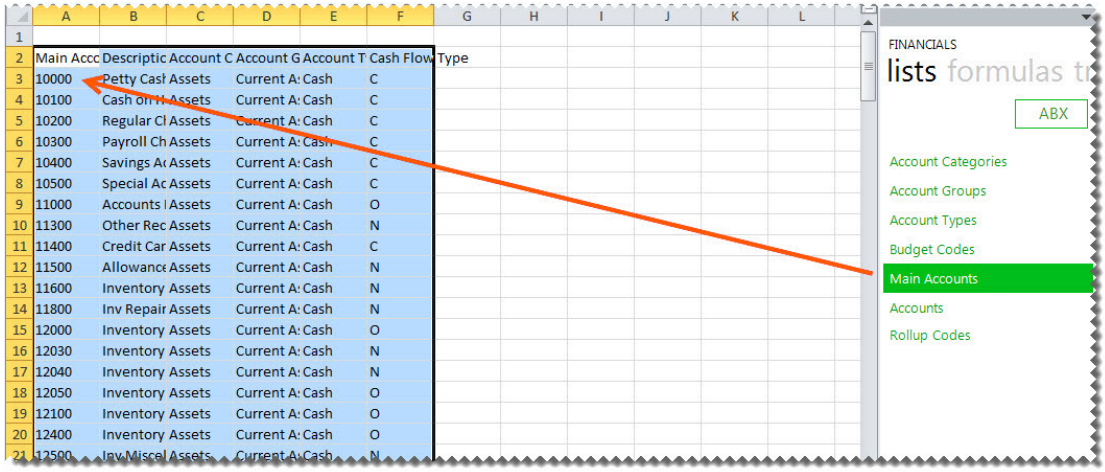
1. Create a main title on your spreadsheet as well as titles for **Current Year** and **Current Period**.

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

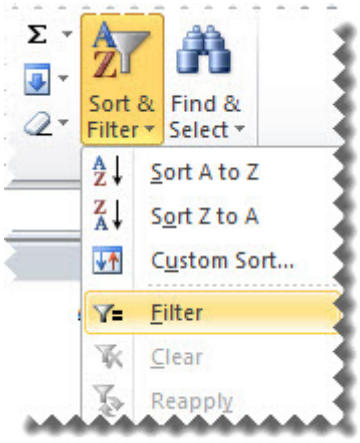
3. Create headings for your cash flow report. An example is below:



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

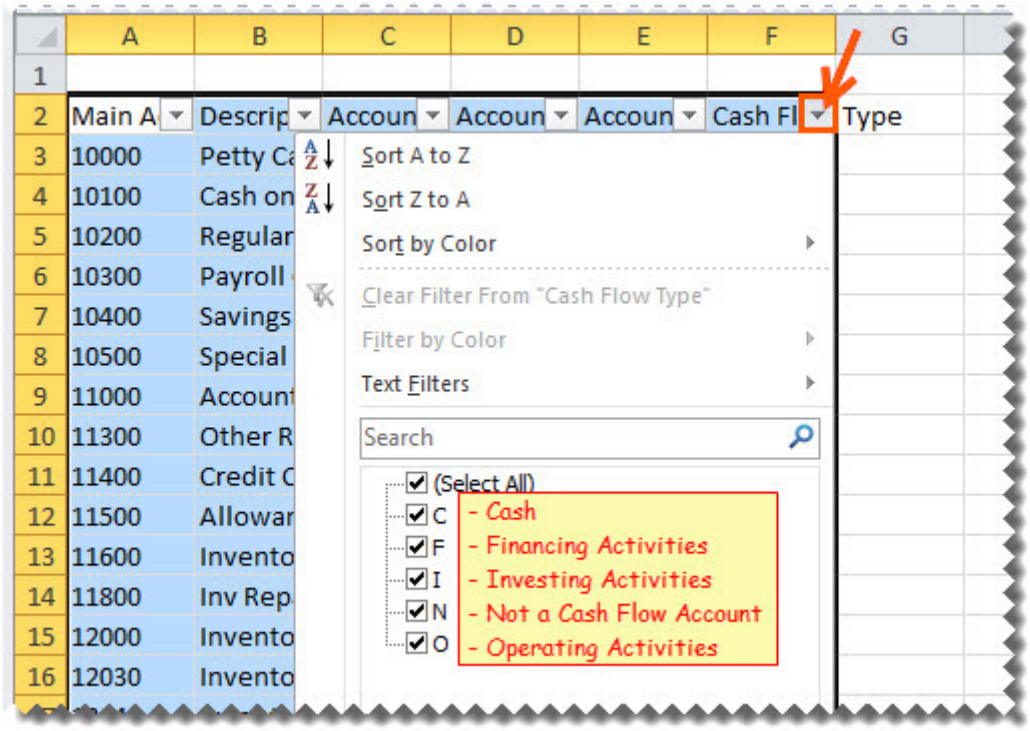


5. Press **Ctrl-A** to highlight the data and on the **Home** tab, click the **Sort & Filter** down arrow and click **Filter**.



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

7. The codes listed are as follows:

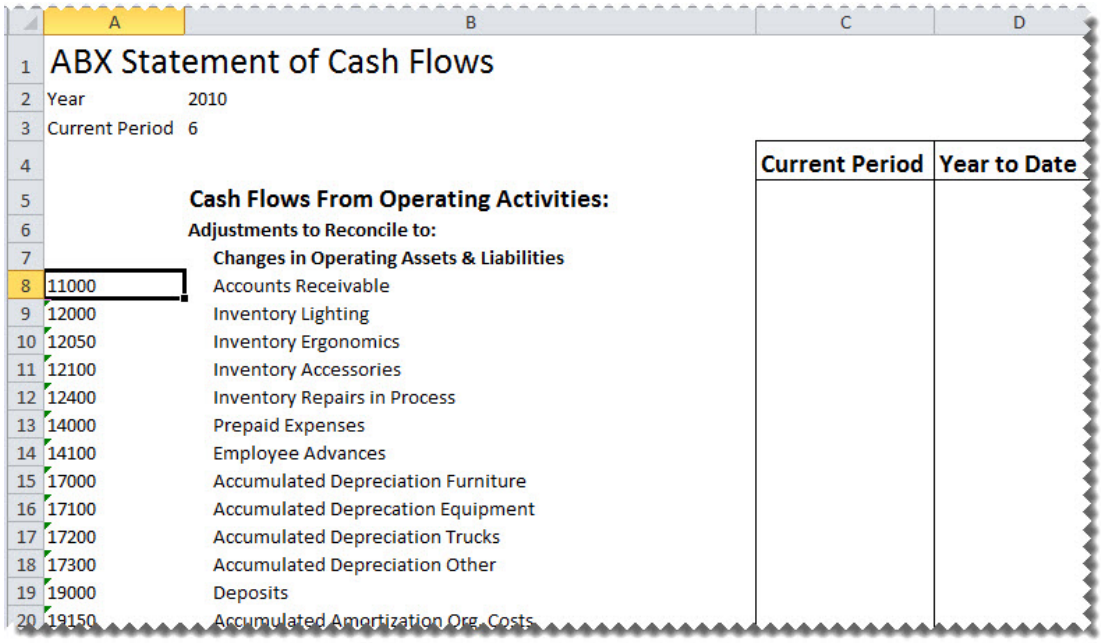


Click the **(Select All)** check box and select **O**.

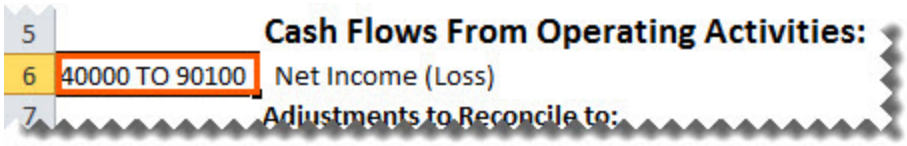
8. Delete all of the columns except the **Main Account** and **Description** columns.

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

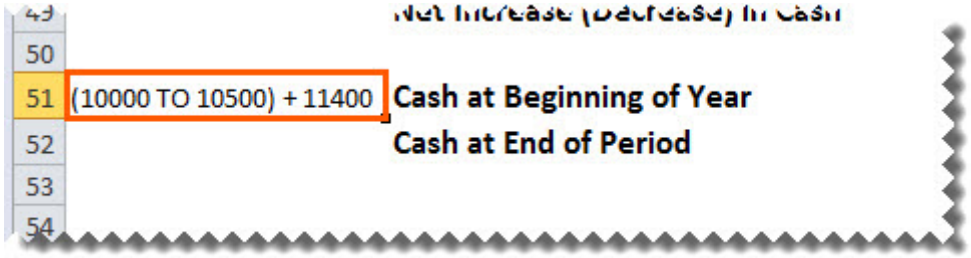
10. Repeat steps 7 and 8 for **F** and **I** cash flow types.



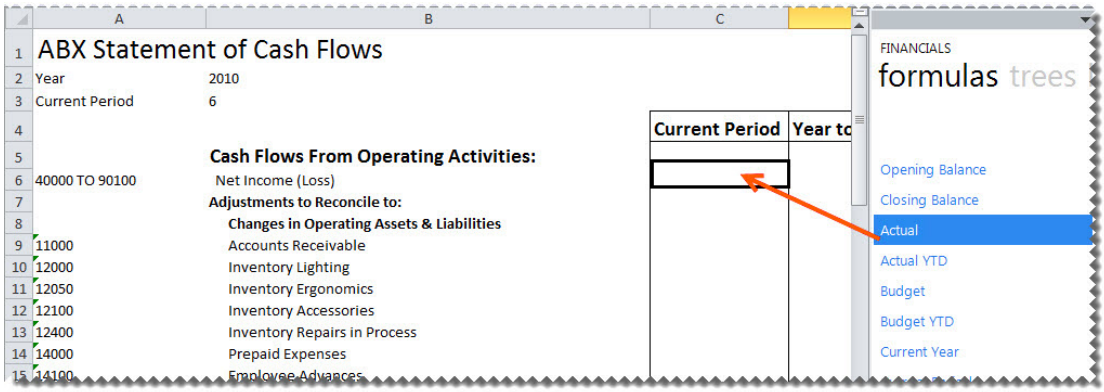
11. Add the **Net Income (Loss)**. This can be done using an account range.



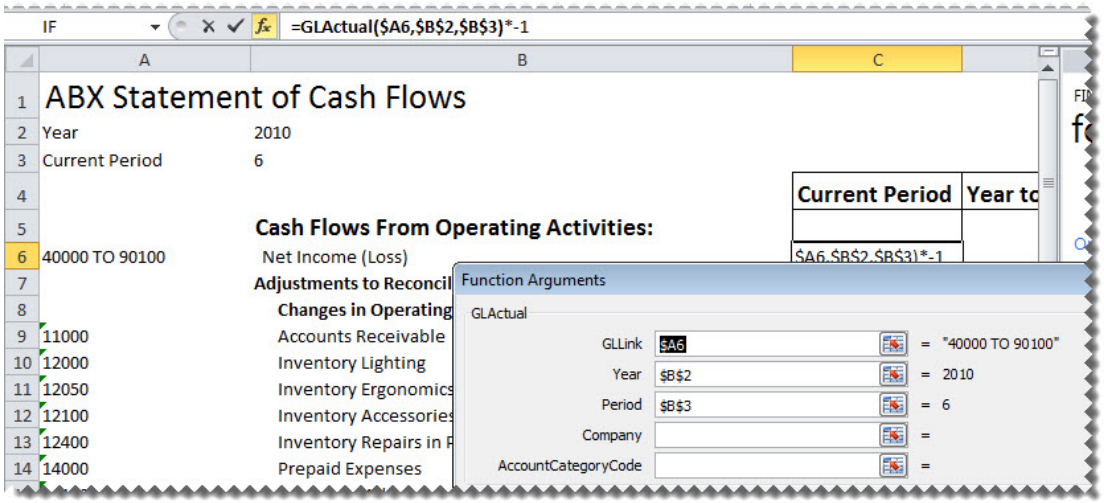
12. Add the **Cash at Beginning of Year**. This can be done using account ranges and mathematical calculations.



13. Drag and drop the **Actual** formula onto your spreadsheet in the same row as your first account.



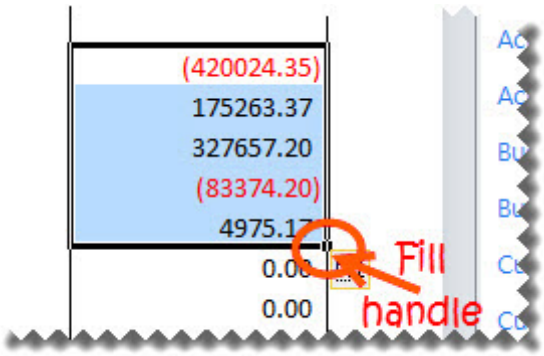
14. Change the formula to link to the correct account, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



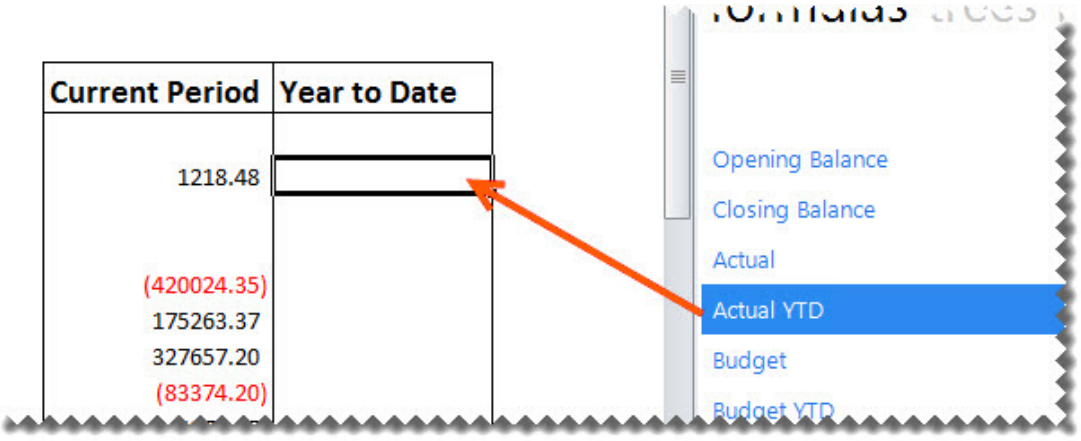
Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic **Using Relative or Absolute Cell Referencing**.

Tip: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a **-** (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

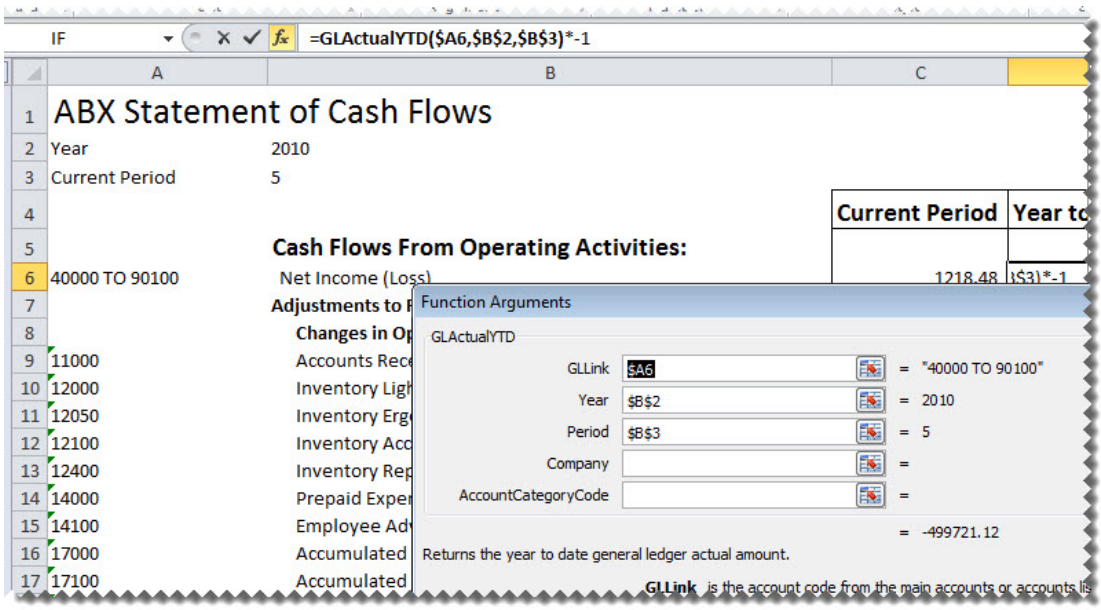
15. Copy and/or drag the fill handle to copy the formula down to all of the accounts.



16. Drag and drop the **Actual YTD** formula onto your spreadsheet.



17. 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: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a **-** (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

18. Copy and/or drag the fill handle to copy the formula down to all of the accounts.
19. Add any totals and formatting you require using Excel features and set your print area.
20. Save your report for future use.

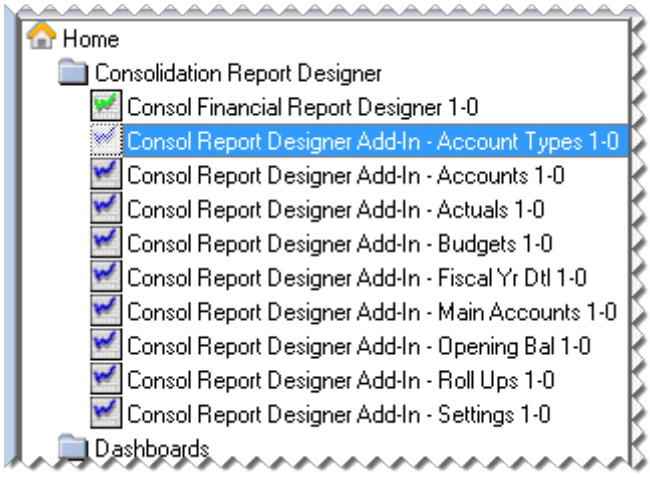
Consolidating Multiple Companies Data

Preparing to Design Consolidated Report Layouts

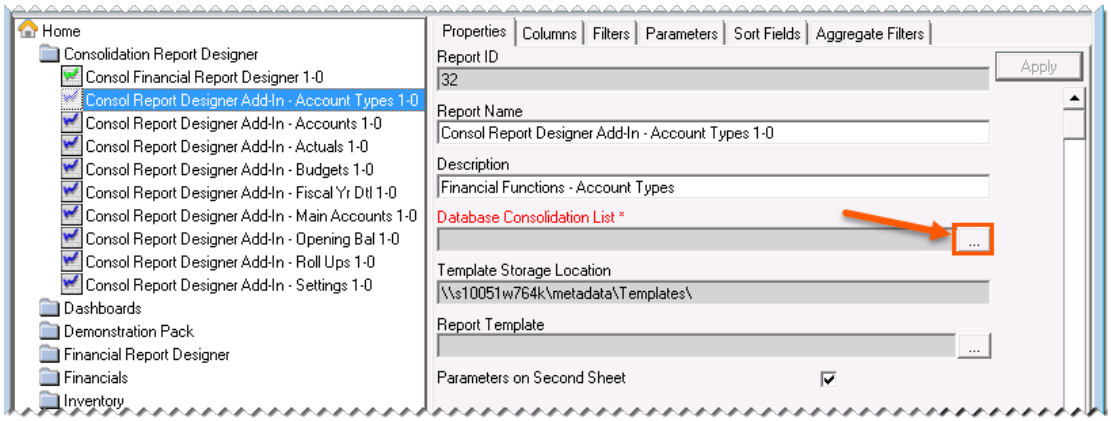
In order to use the Task Pane for multiple company consolidations, you will need to ensure the database consolidation list is correctly set up in the reports.

1. In the Report Manager, open the **Consolidation Report Designer** folder.

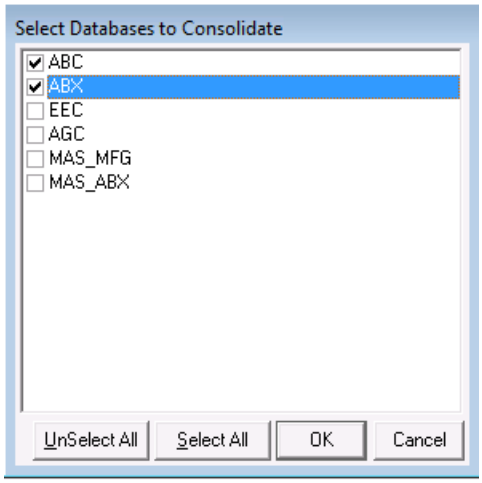
2. Select the first union report. Union Reports are depicted by a blue icon. 



3. Select the **Database Consolidation List** button to browse for the available databases to consolidate.



4. Select the company databases you would like to consolidate from the list.



Note: The company list is populated by each company that Sage 100 ERP has previously been logged into.

5. Select **OK**.

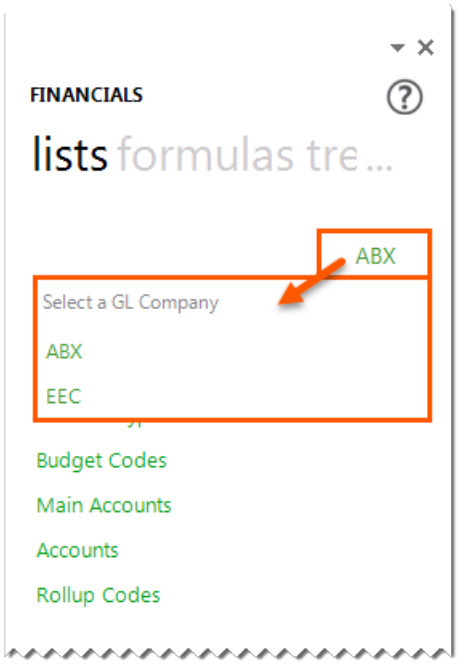
6. Repeat the process for all union reports in the **Consolidation** folder. After running the **Consol Financial Report Designer** report, you will now be able to combine information from multiple companies.

Designing Consolidated Report Layouts

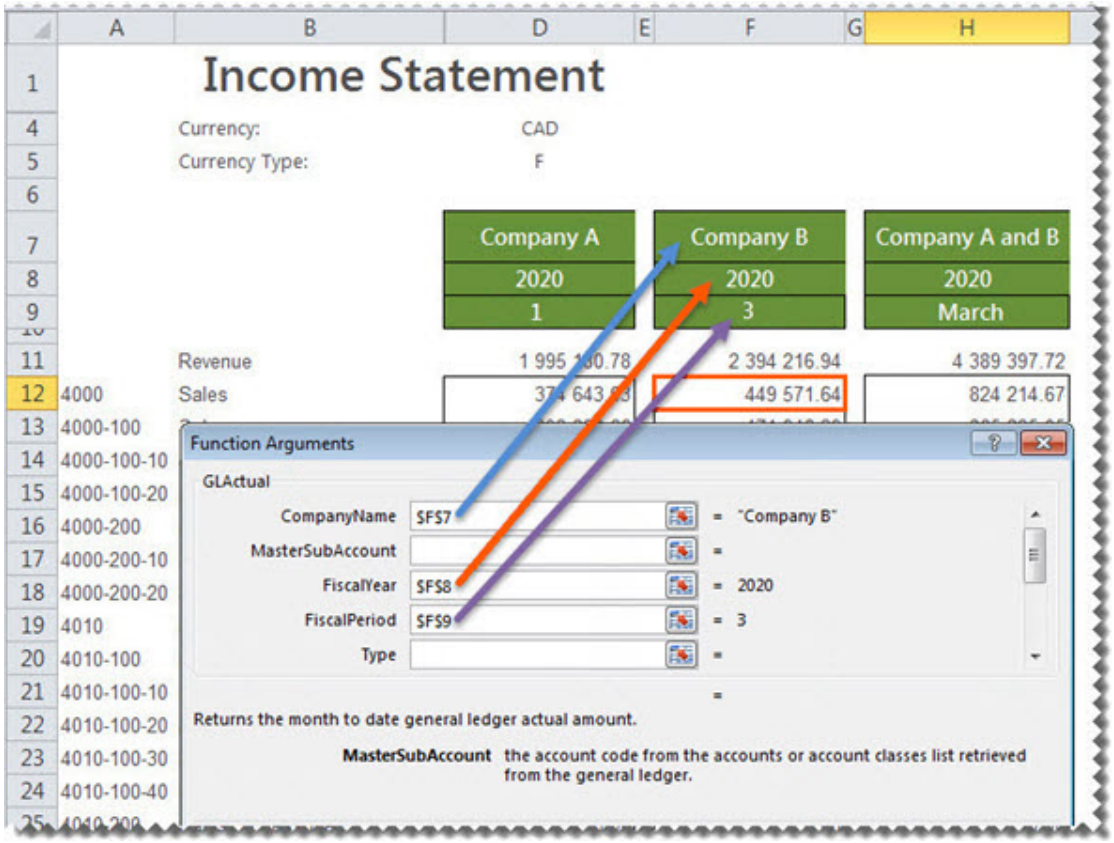
Consolidating company data, even running on different fiscal periods and/or years, can be done using the method below:

To design consolidated report layouts, you will need to run a report that is using a consolidated connection.

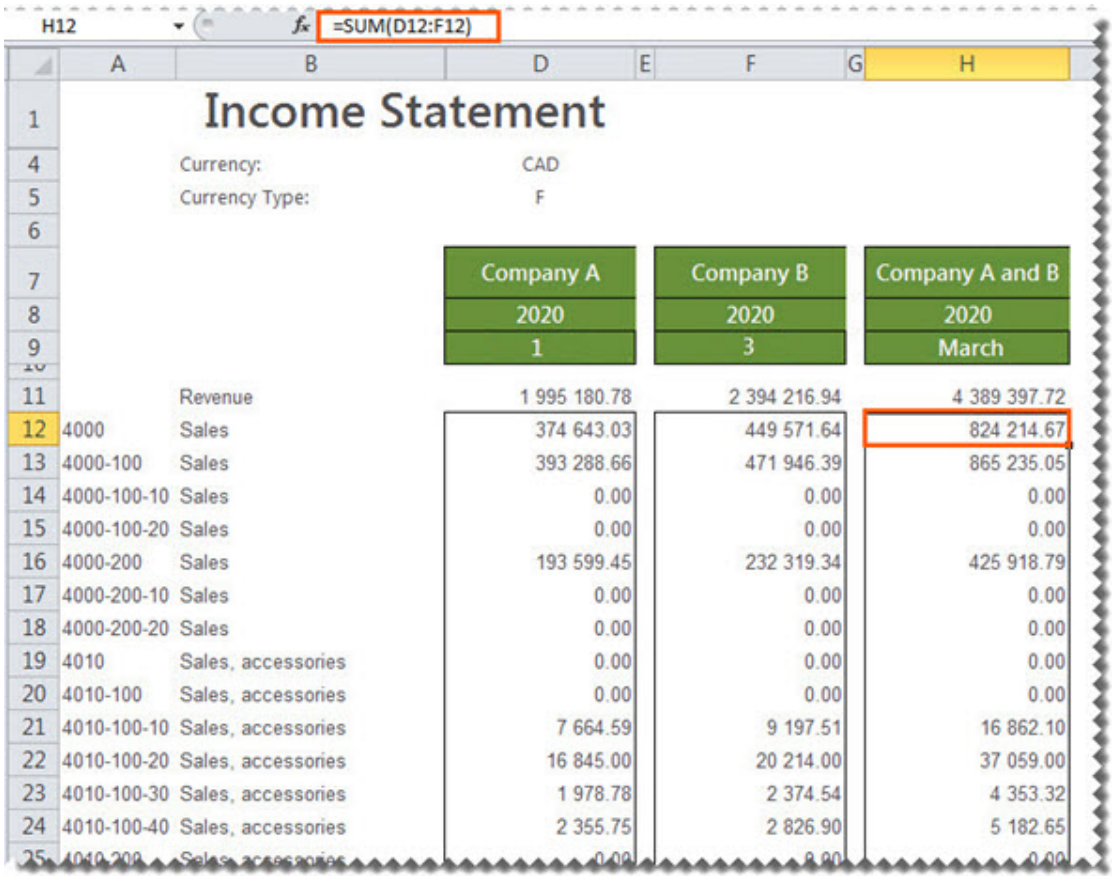
1. Design your financial report layout in the usual manner, creating a column for each of the companies you would like to consolidate, and placing any company specific information in the column heading, for example, **Company Name**, **Fiscal Year** and **Period**.
2. Add formulas, in the usual manner for each company, ensuring the correct company is selected in the lists tab of the Task Pane.



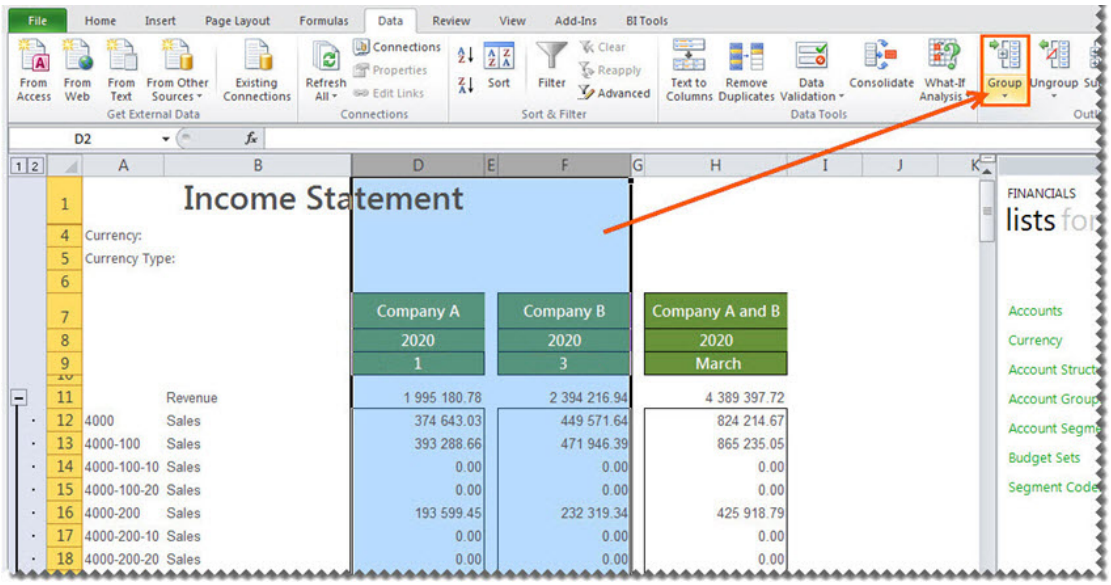
3. Each formula refers to the correct column **Company Name**, **Fiscal Year** and **Period**.



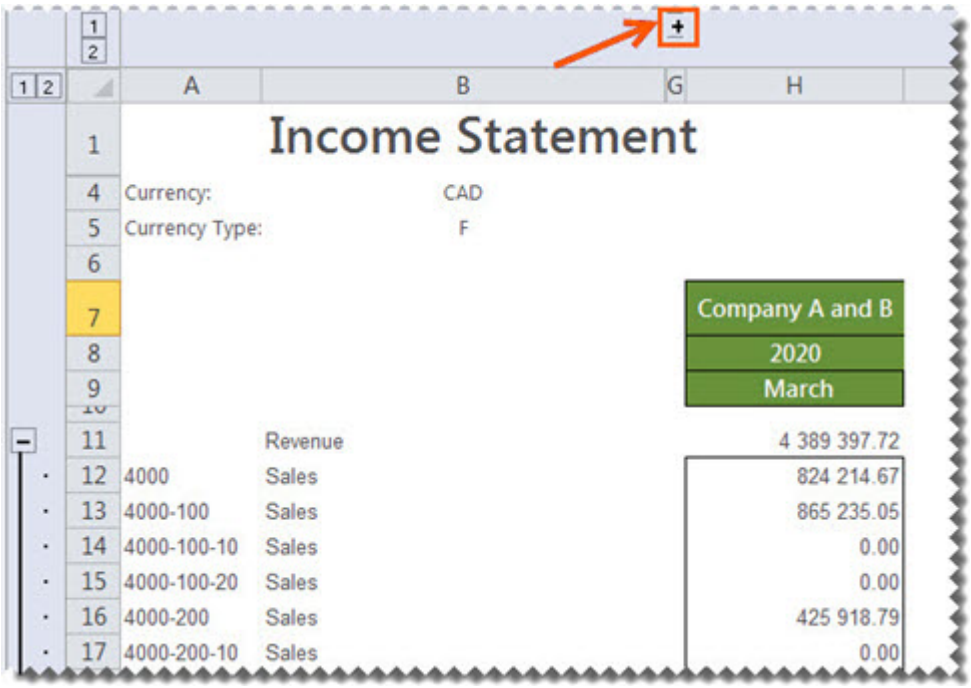
4. Create a third column and using Microsoft Excel functionality, add the first two columns together.



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



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



Another way to design consolidated report layouts when the same chart of accounts is used, is to use the Reporting Trees in the Task Pane.

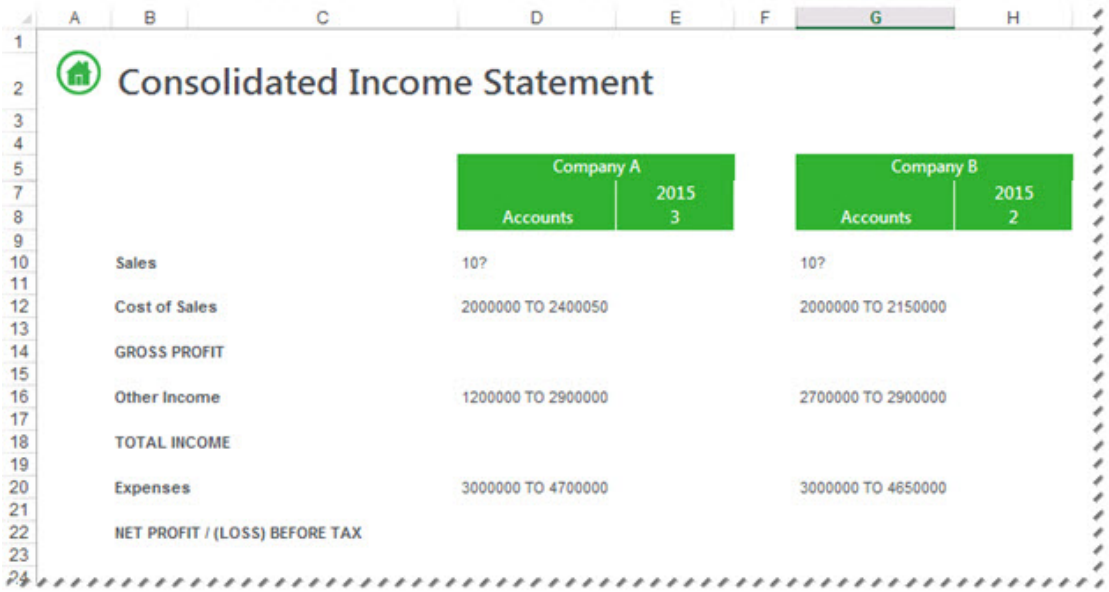
Designing a Consolidated Report Layout with a Different Chart of Accounts

Consolidating company data, using different chart of accounts and/or fiscal periods and/or years, can be done using the method below:

To design consolidated report layouts, you will need to run a report that is using a consolidated connection.

1. Design your financial report layout in the usual manner, creating a column for each of the companies you would like to consolidate, and placing any company specific information in the column heading, for example, **Company Name**, **Fiscal Year** and **Period**.

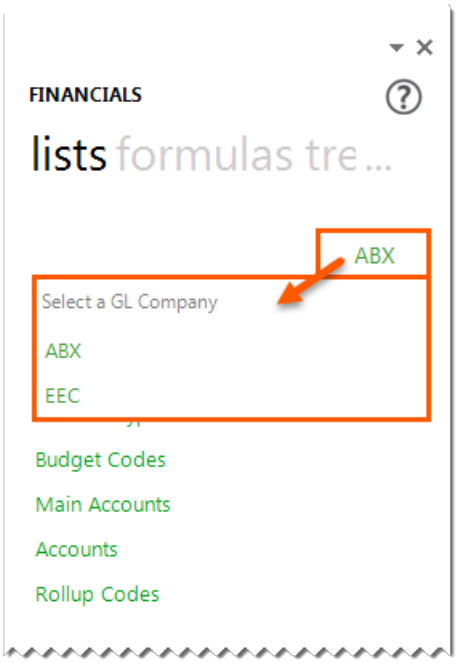
2. Add a column for each companies account details.



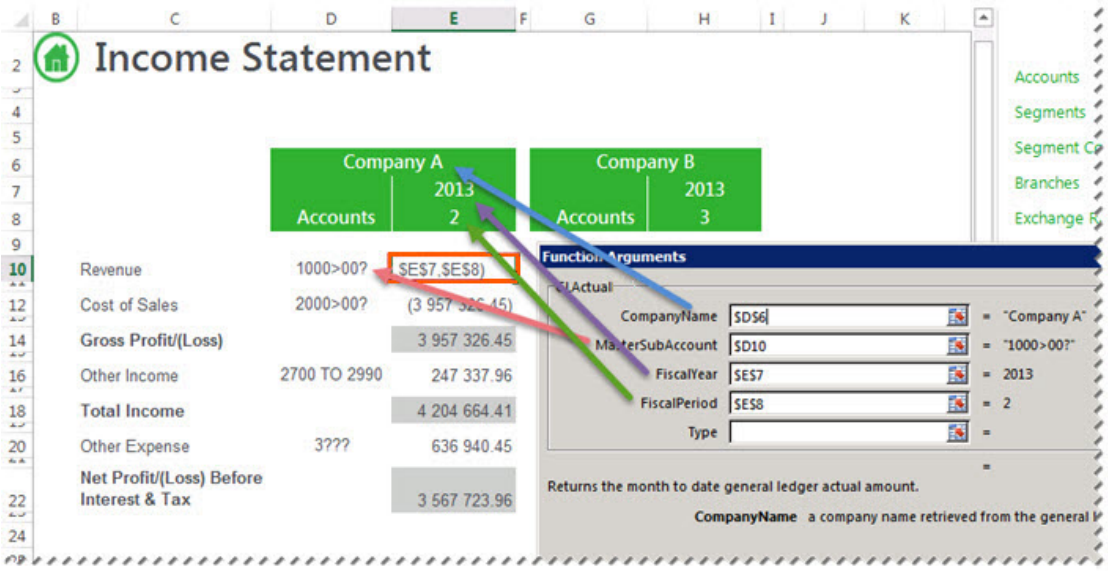
Consolidated Income Statement

	Company A		Company B	
	Accounts	2015 3	Accounts	2015 2
Sales	10?		10?	
Cost of Sales	2000000 TO 2400050		2000000 TO 2150000	
GROSS PROFIT				
Other Income	1200000 TO 2900000		2700000 TO 2900000	
TOTAL INCOME				
Expenses	3000000 TO 4700000		3000000 TO 4650000	
NET PROFIT / (LOSS) BEFORE TAX				

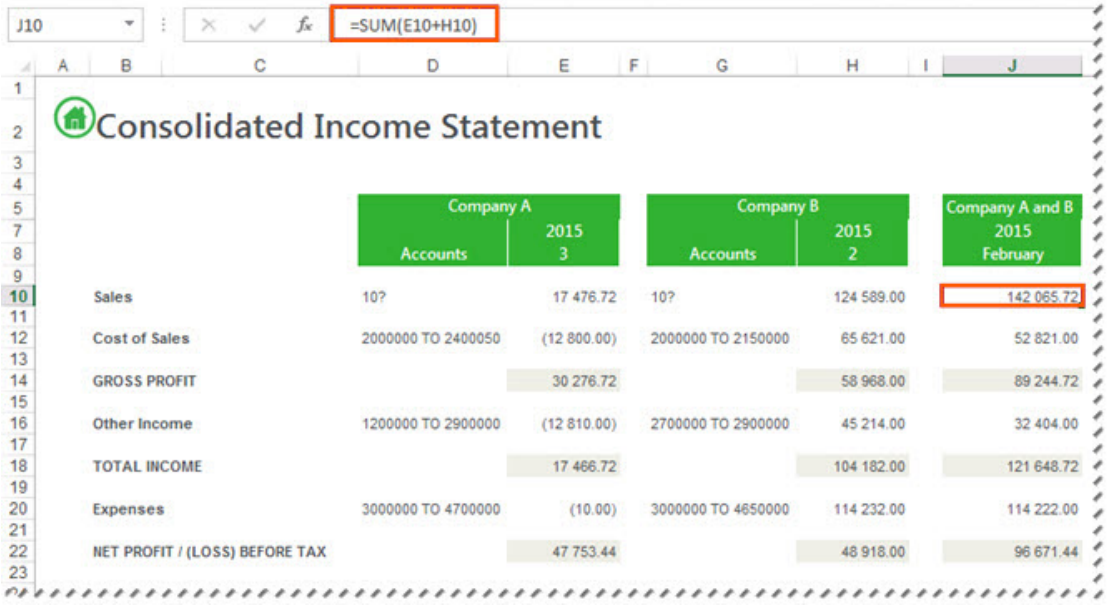
3. Add formulas, in the usual manner for each company, ensuring the correct company is selected in the lists tab of the Task Pane.



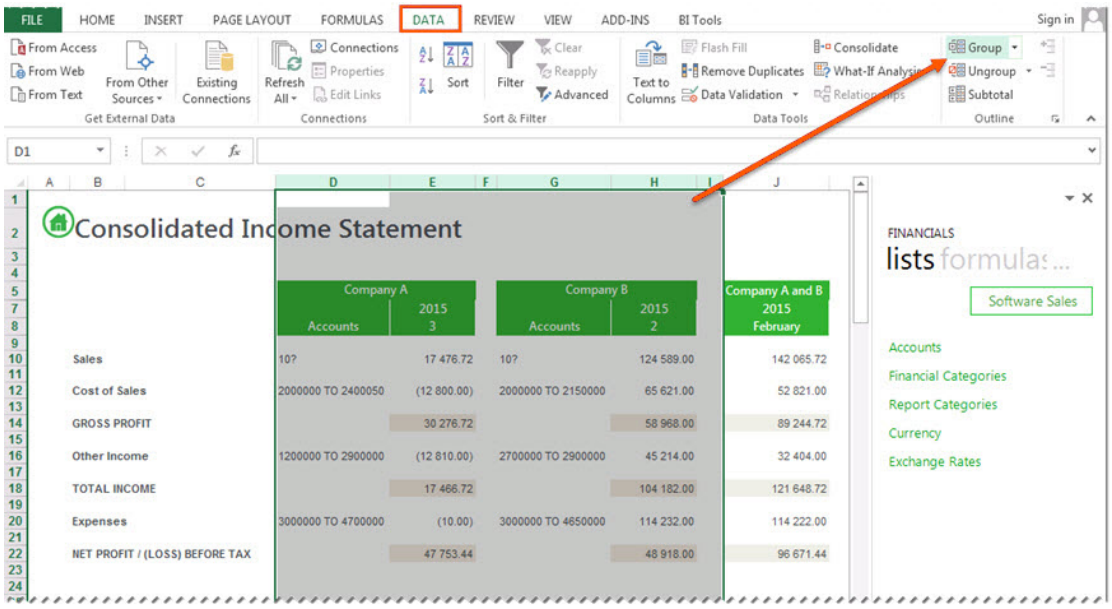
4. Ensure each formula refers to the correct Company details including **Company Name**, **Account**, **Year** and **Period**.



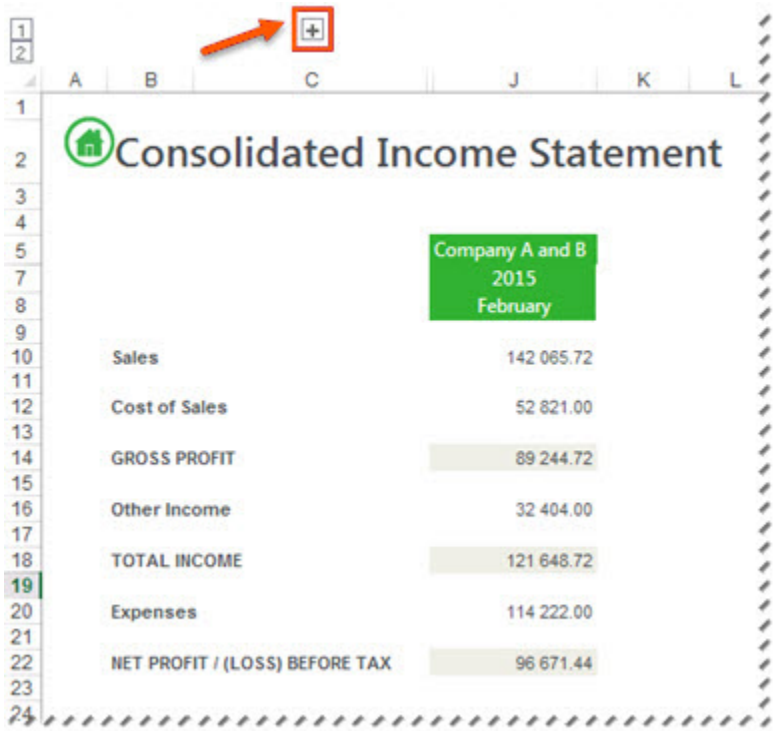
5. Create a third column and using Microsoft Excel functionality, add the first two columns together.



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



7. 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 Task Pane for multiple company consolidations, you will need to run the **Consol Financial Report Designer** report which is saved under the **Consolidation Report Designer** 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.

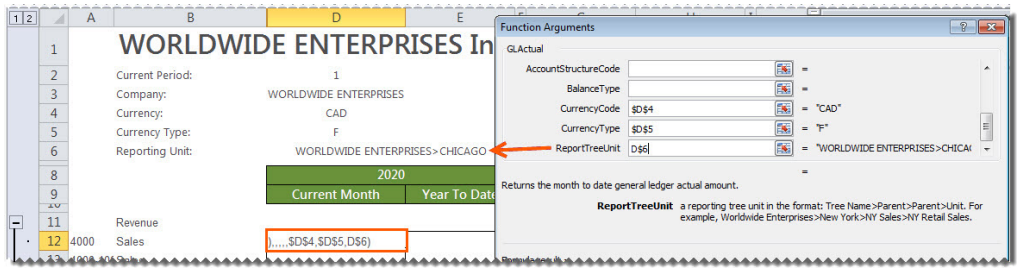
After running the report, do the following:

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 it's own column.

     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 Creating a New Reporting Tree.

   - 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: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a **-** (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

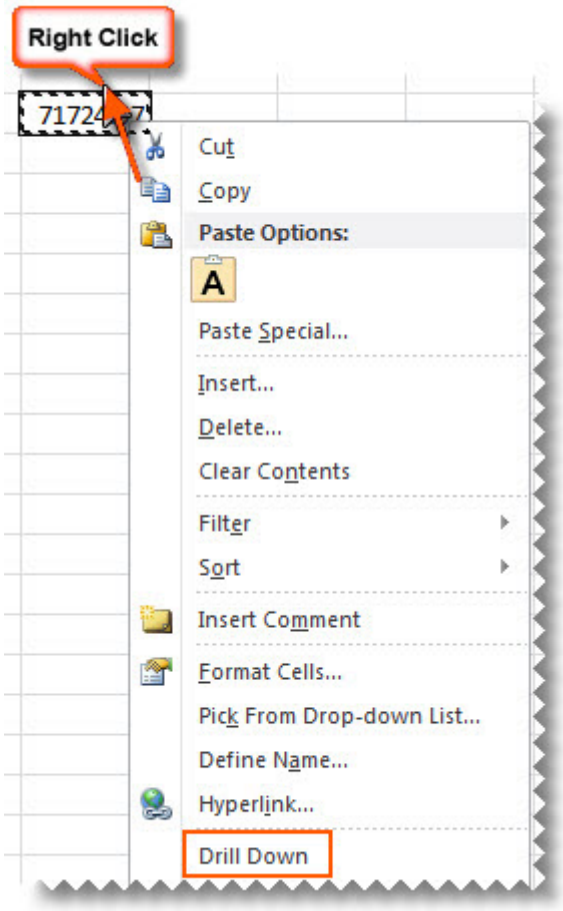
2. To drill-down into the data, right-click on the amount and select **Drill-Down**. A new spreadsheet will be created and you will be able to see from which company and which accounts the amount was made up of.

3. Save your report for future use.

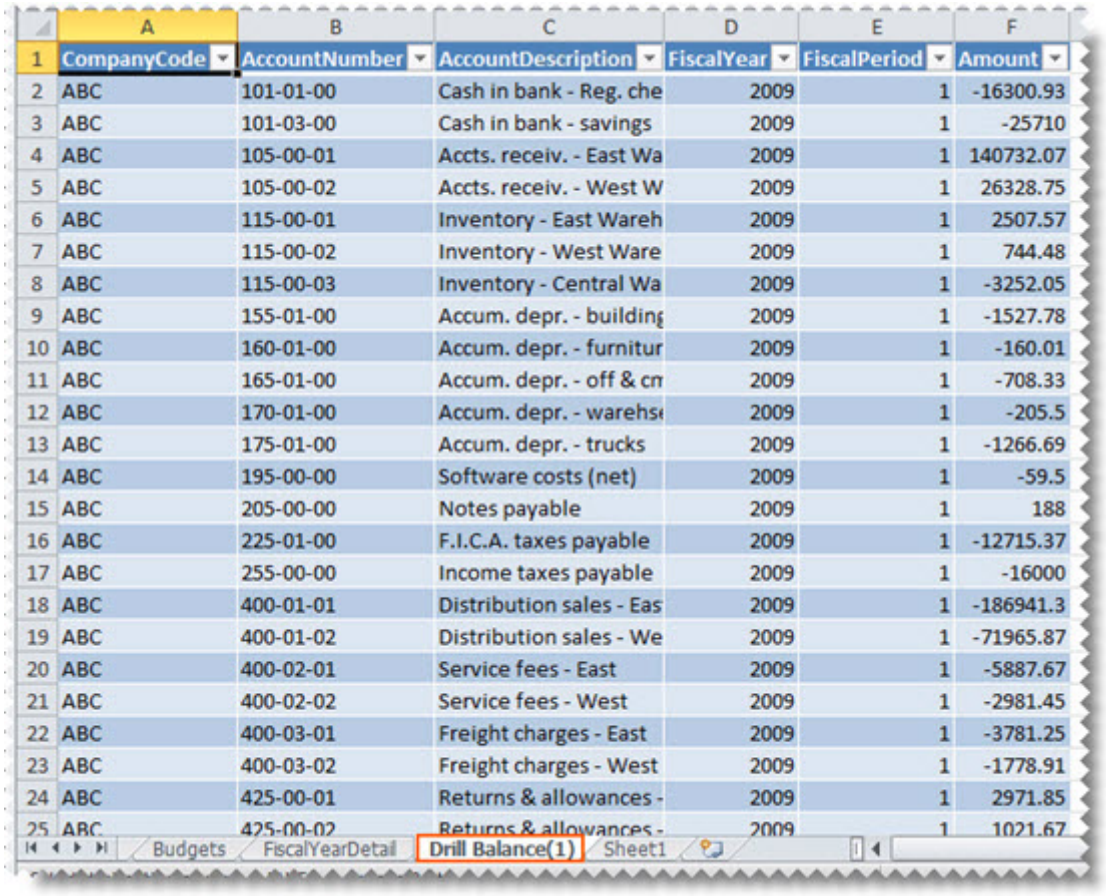
Drilling Down on Values

Sage 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**.



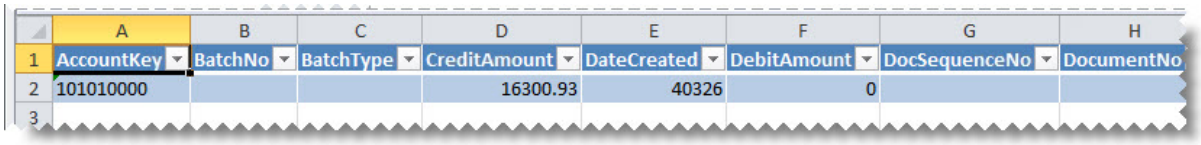
A new worksheet named **Drill Balance** will be created in the Microsoft Excel workbook with the account balance details of the data.



	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. - warehse	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.



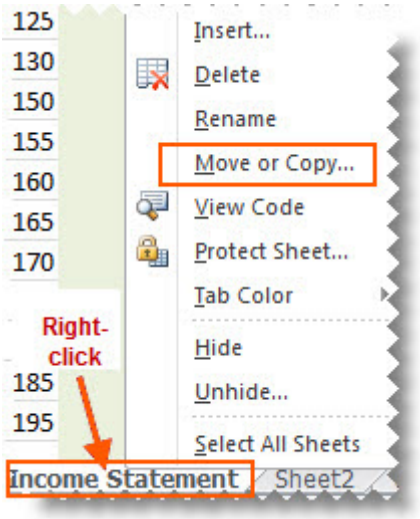
	A	B	C	D	E	F	G	H
1	AccountKey	BatchNo	BatchType	CreditAmount	DateCreated	DebitAmount	DocSequenceNo	DocumentNo
2	101010000			16300.93	40326	0		
3								

Note: Drill Down will show you balances of the accounts which were being referenced in the formula you drilled down on. It does not take account rule mathematical context into account, and therefore does not apply different signs (+ or -) based on the mathematical context. For example if you drill down on the following rule **1000 - 3000**, the drill down will show you the account balances of all accounts which match this rule. It will not put a negative sign in front of accounts which match **3000**.

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.

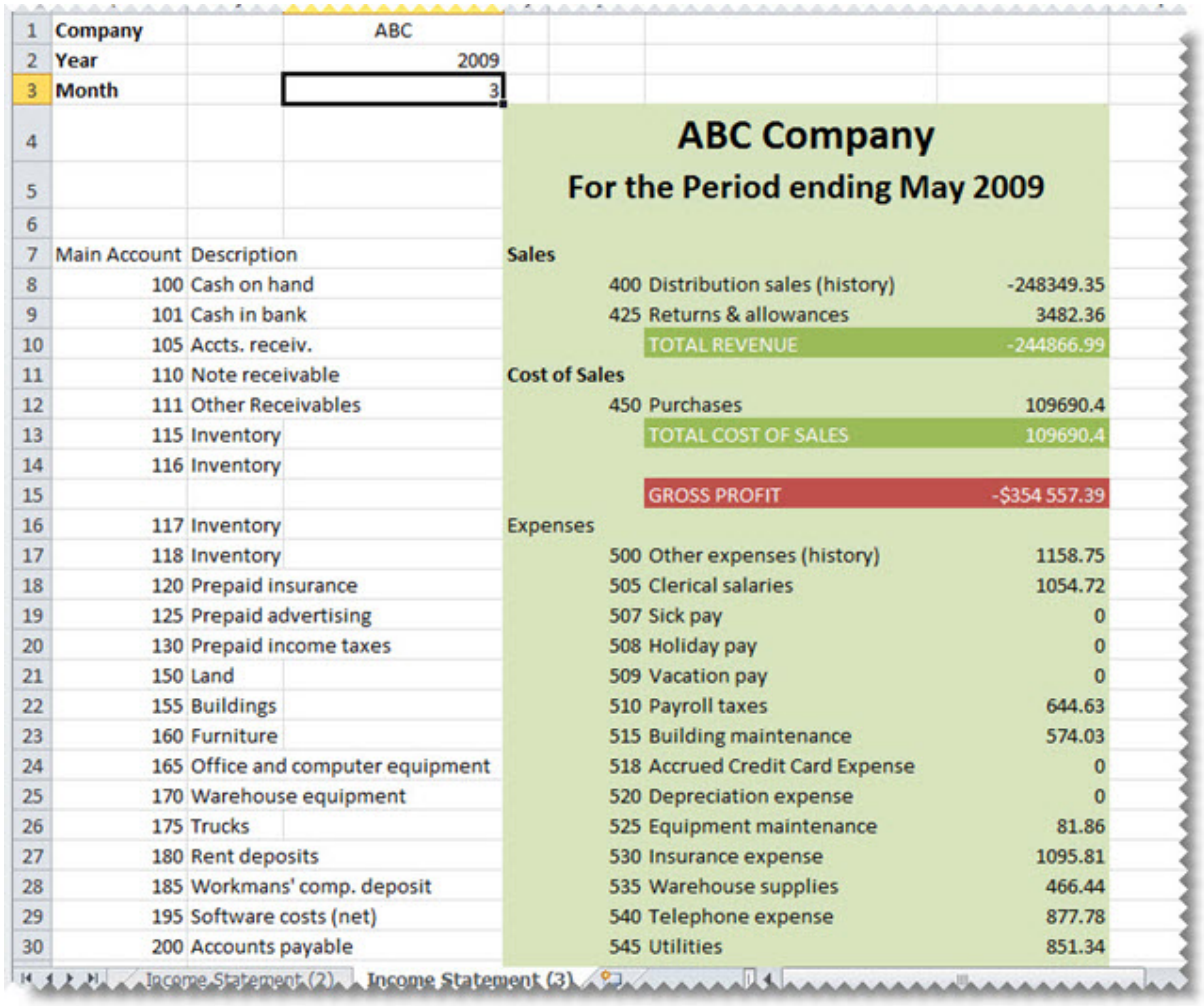
1. Copy the entire worksheet by right-clicking on the bottom worksheet tab and select **Move or Copy**.



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		**Sales**		
8	100	Cash on hand		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

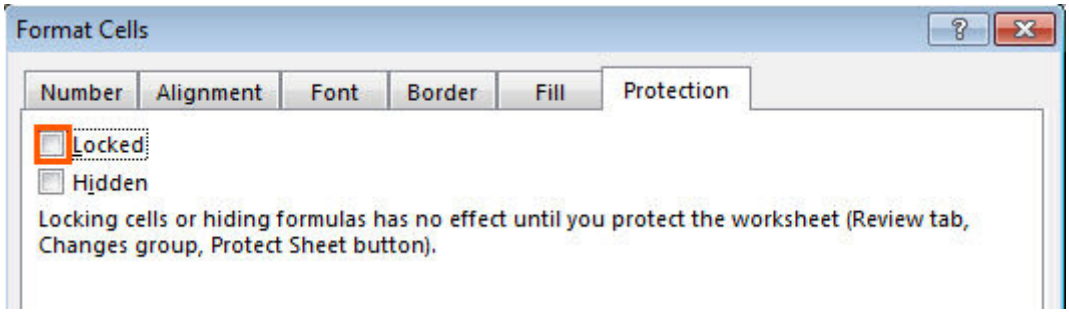
In order to preserve formulas when distributing reports, the worksheet must be protected in Microsoft Excel. You can also use worksheet protection to prevent changes to the worksheet.

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.
Use PivotTable reports	Formatting, changing the layout, refreshing, or otherwise modifying PivotTable reports, or creating new reports.

UNCHECK THIS	TO PREVENT USERS FROM
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.

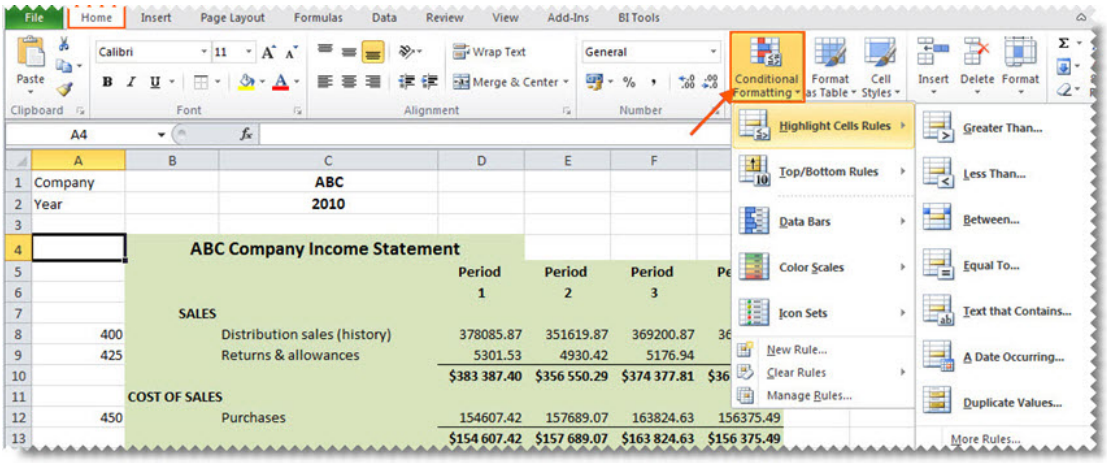
Best Practice

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

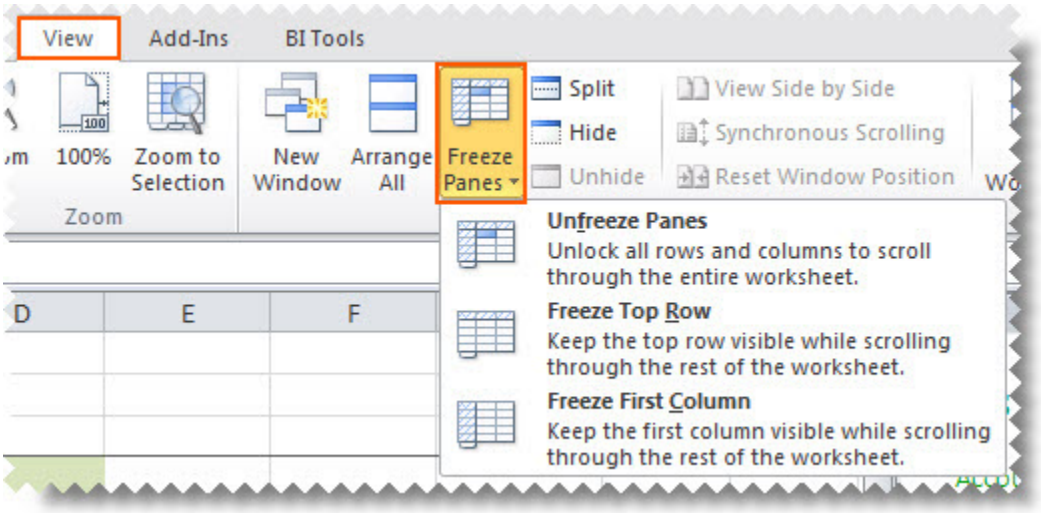
We recommend that you …

- 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.



Reporting Trees

What are 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. For a Report Designer layout that includes a reporting tree, one report is generated for each reporting unit and at the summary level. All of these reports use the text columns, row and column layouts that are specified in the Report Designer.

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

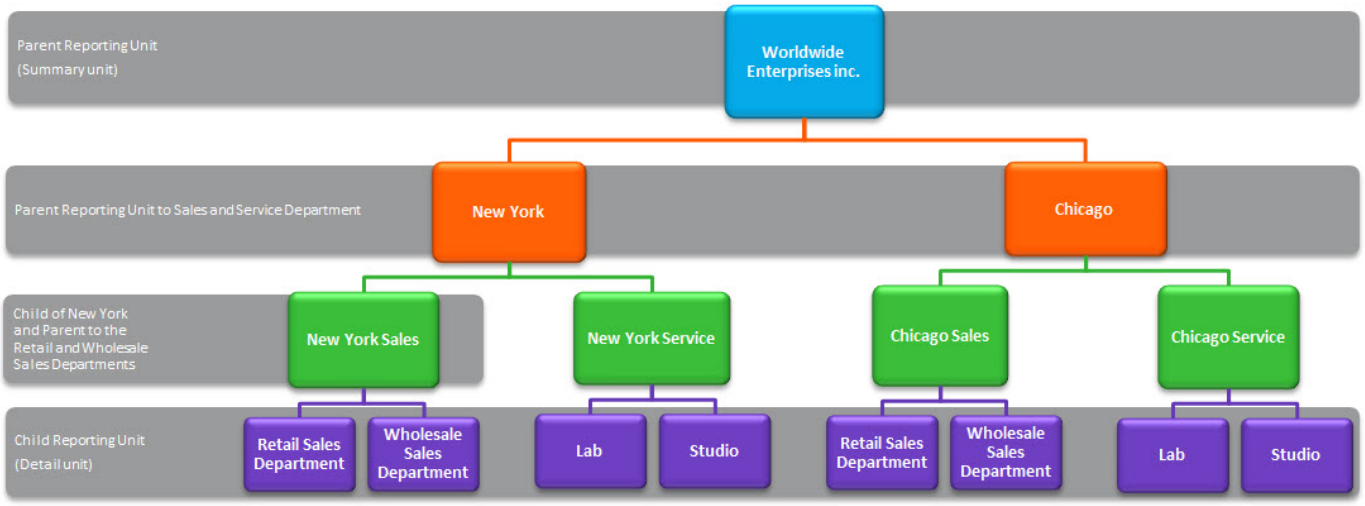
Sage Intelligence Reporting uses the following kinds of reporting units:

- A detail unit draws information directly from the financial data or from a Microsoft Excel spreadsheet 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.

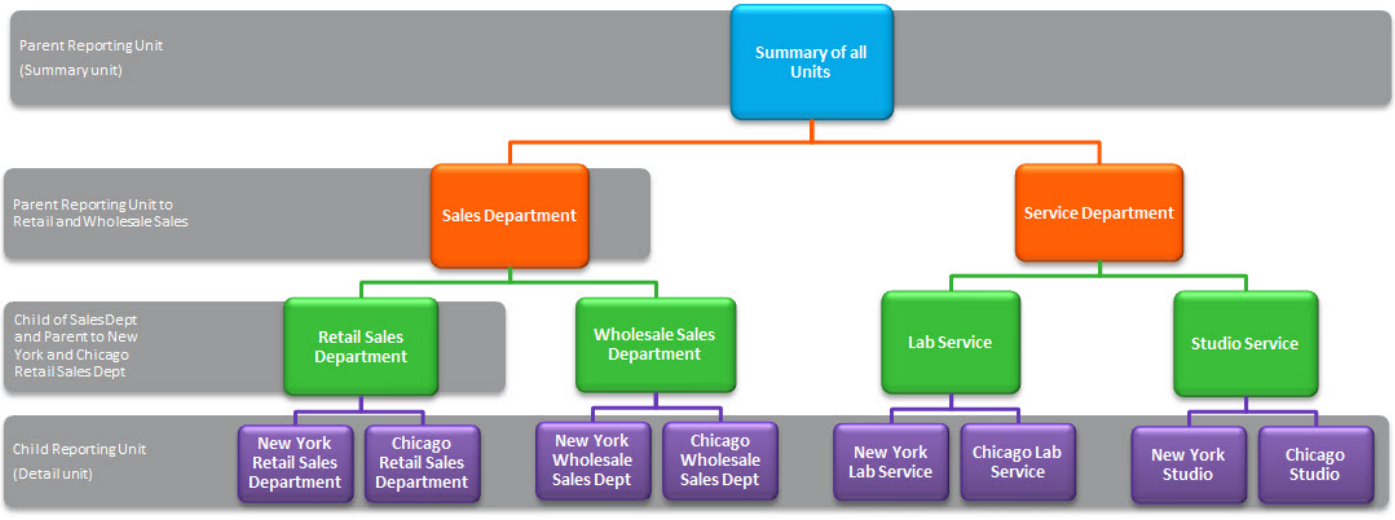
The higher-level summary units simply summarize information from the detail units.

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.

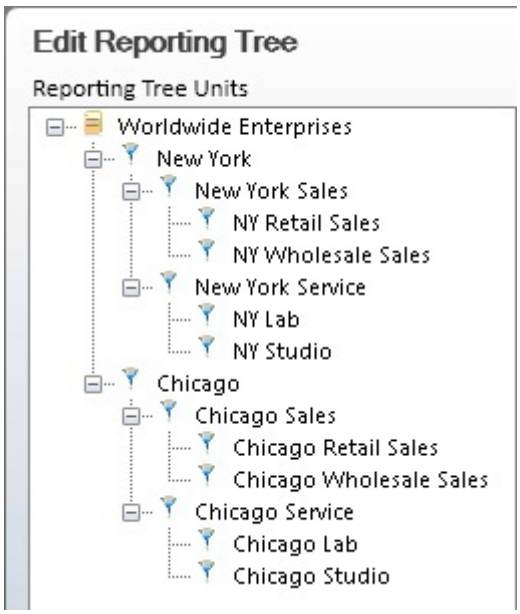
If you create several different reporting trees, you can print a series of financial statements each month that analyze and present your entity's operations in various ways.



Parent Child Relationships

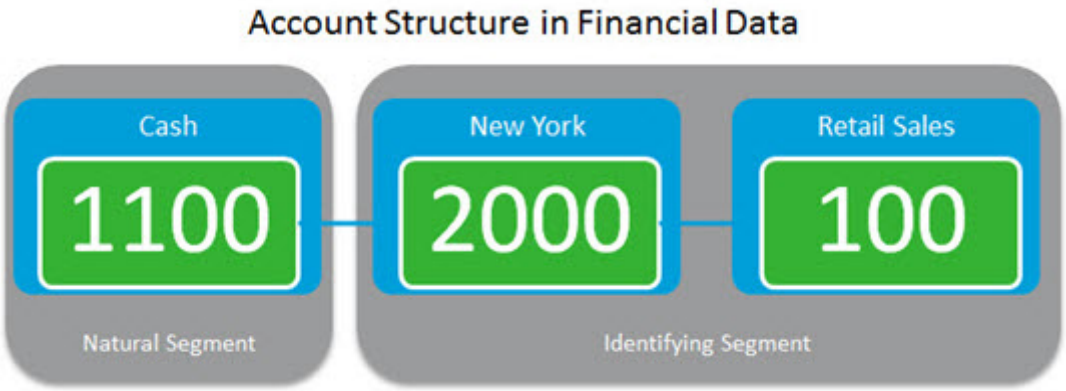
The most common type of reporting tree is composed of parent units that pull summarized information from the detail units and child units that contain detail units of account information. However, many detail/summary hierarchy combinations can be created. A child unit can be both a child to the higher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

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 you would 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.

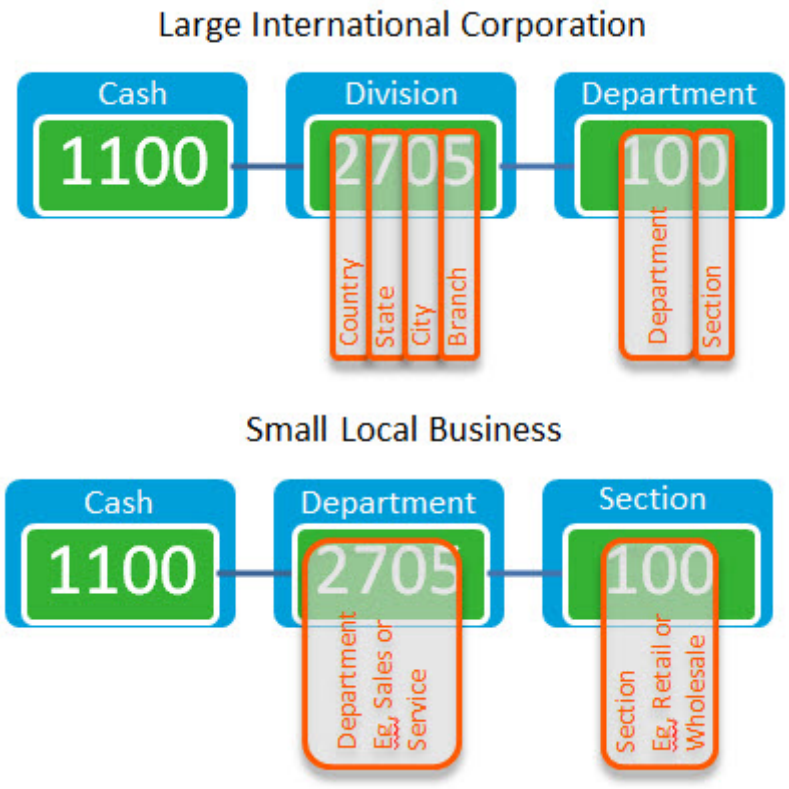
The following account delimiters are supported:

- (Dash)
/ (Slash)
\ (Backslash)
. (Full stop)
(Number sign)
% (Percentage)
^(Caret)
& (Ampersand)
: (Colon)
< (Greater than)
> (Less than)
* (Asterisk)

Account Filter Examples

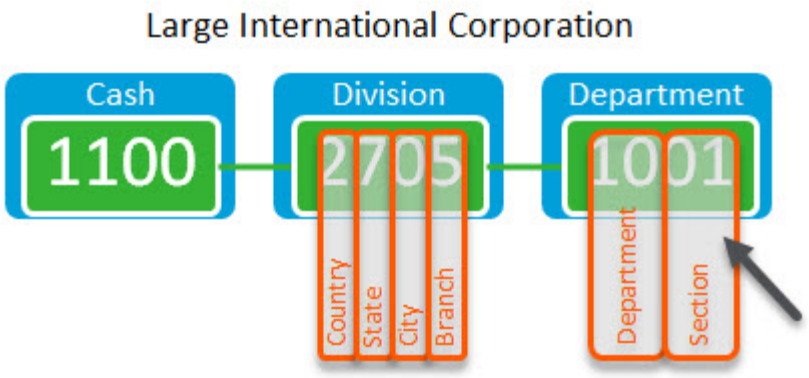
Depending on the size of the organization, fully qualified account number segments can have different representations for different companies.

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.

The following account delimiters are supported:

- (Dash)
/ (Slash)
\ (Backslash)
. (Full stop)
(Number sign)
% (Percentage)
^(Caret)
& (Ampersand)
: (Colon)
< (Greater than)
> (Less than)
* (Asterisk)

Working with Reporting Trees

Viewing Reporting Trees

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

Using Reporting Trees in a Layout Generator Report Layout

Note: You can't use reporting trees to consolidate companies in the Layout Generator. You'll need to use the Task Pane to create consolidated report layouts.

Within the same General Ledger Company, you can use Reporting Trees to report on different divisions or branches using account segment filters.

1. To filter a financial statement to a specific reporting unit, in the **Layout Options**, select the **Reporting Tree Unit** magnifying glass.
2. Select the Reporting Tree name and click **OK**.
3. Select the Reporting Tree unit and click **OK**. Depending on your tree, there may be several child unit levels you can choose from.
4. When you generate the layout, the Reporting Tree unit will be automatically added to all of the formulas resulting in data for that specific unit displaying.

Using Reporting Trees in a Task Pane Report Layout

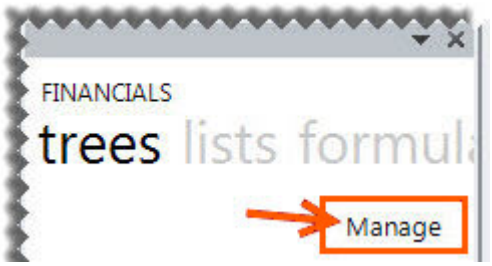
Within the same General Ledger Company, you can use Reporting Trees to report on different divisions or branches using account segment filters.

1. To filter a financial statement to a specific reporting unit, add **Reporting Unit** to the filters list.
2. Drag and drop a reporting unit onto the report layout.
3. Edit formulas to include the cell reference in the argument.
4. By dragging in another reporting tree unit into the same cell, the report data is immediately updated for the new reporting tree unit.

Creating a New Reporting Tree

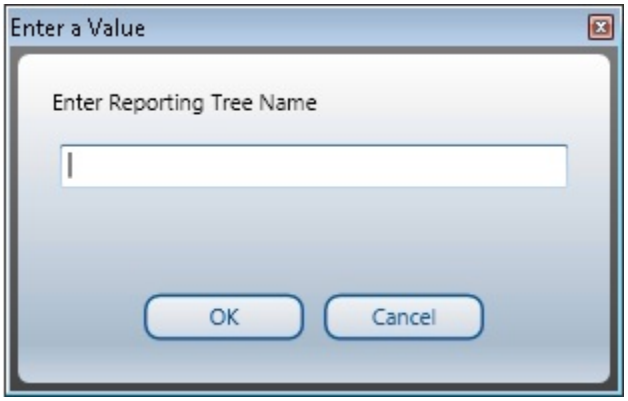
Before you build any reporting trees, you will first need to determine the various reporting structures your company will require. The best approach is to draw an organizational chart of your company. Refer to the topic, Reporting Unit Structures. Use your current General Ledger departments as the lowest 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. To manage reporting units, in the **trees** tab, click **Manage**.

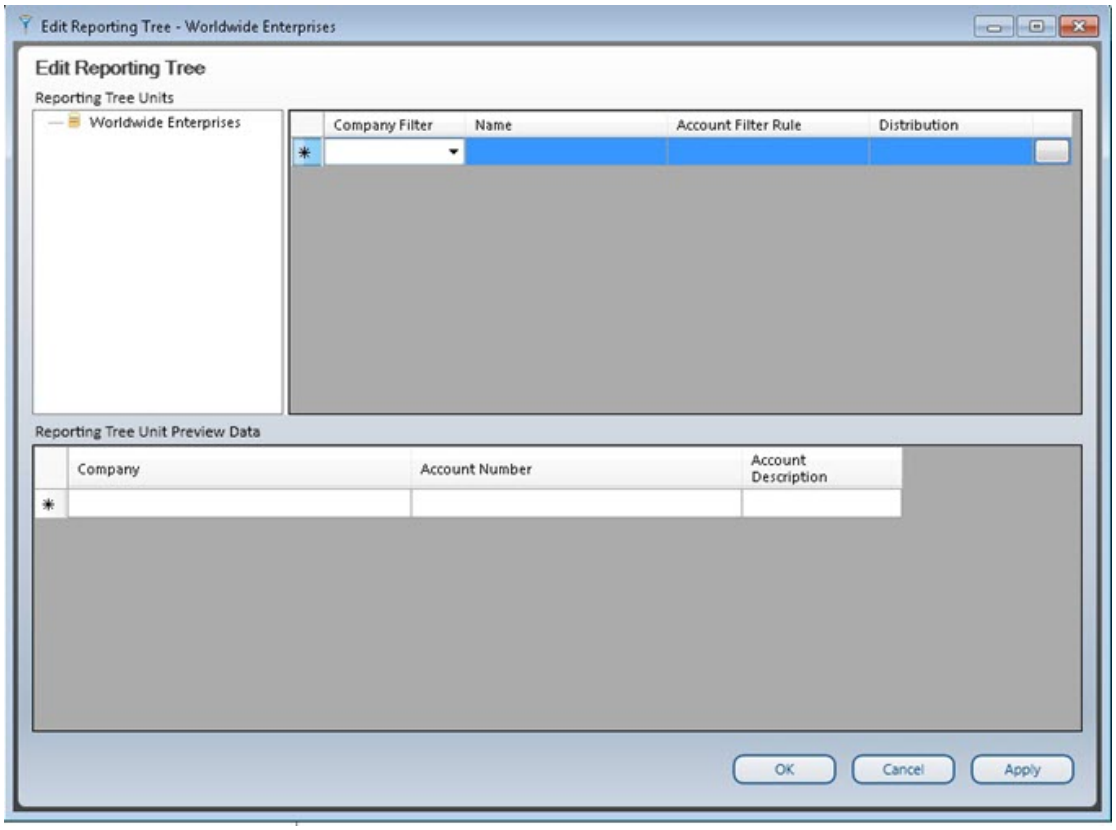


From the **Manage Reporting Trees** window, you can now **Add** a new or **Edit**, **Delete**, **Rename** or **Duplicate** your existing reporting trees.

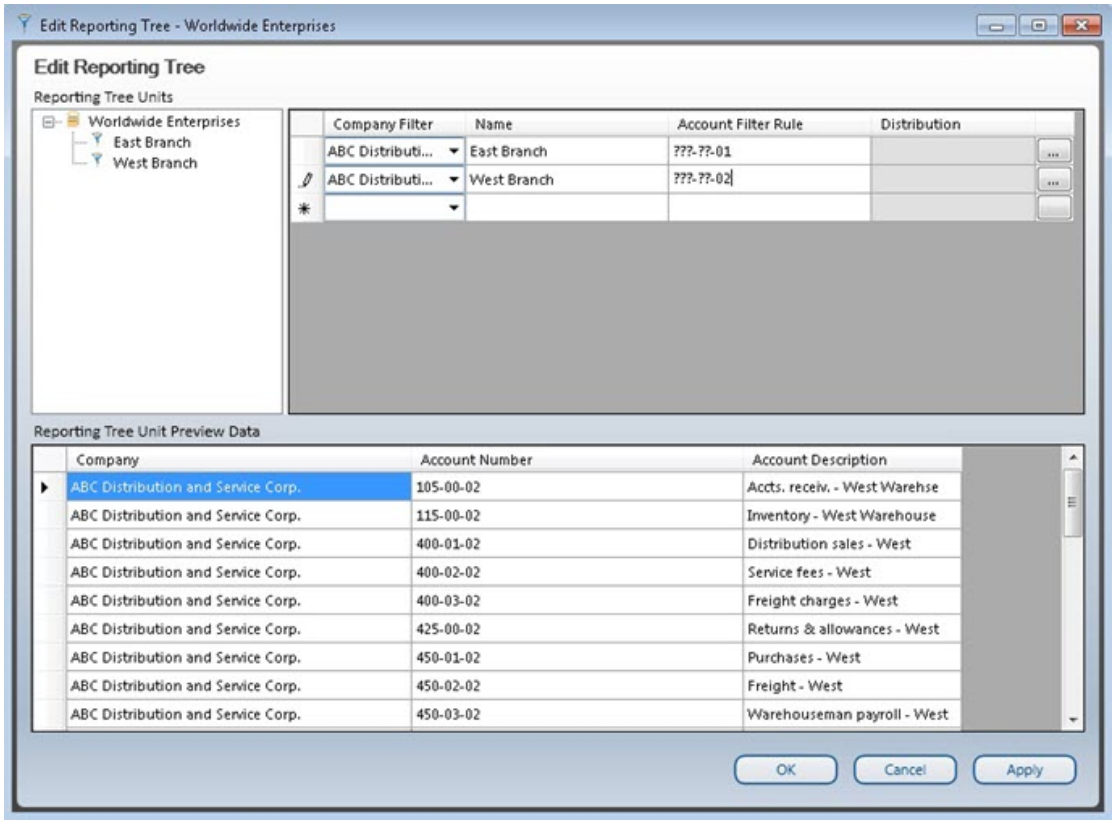
2. We're going to add a reporting tree. Select **Add**.
3. Enter a name for your Reporting Tree.



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



5. The graphical tree on the left side of the Reporting Tree Manager allows you to visualize the relationship of parent/child unit hierarchy while the right side 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:

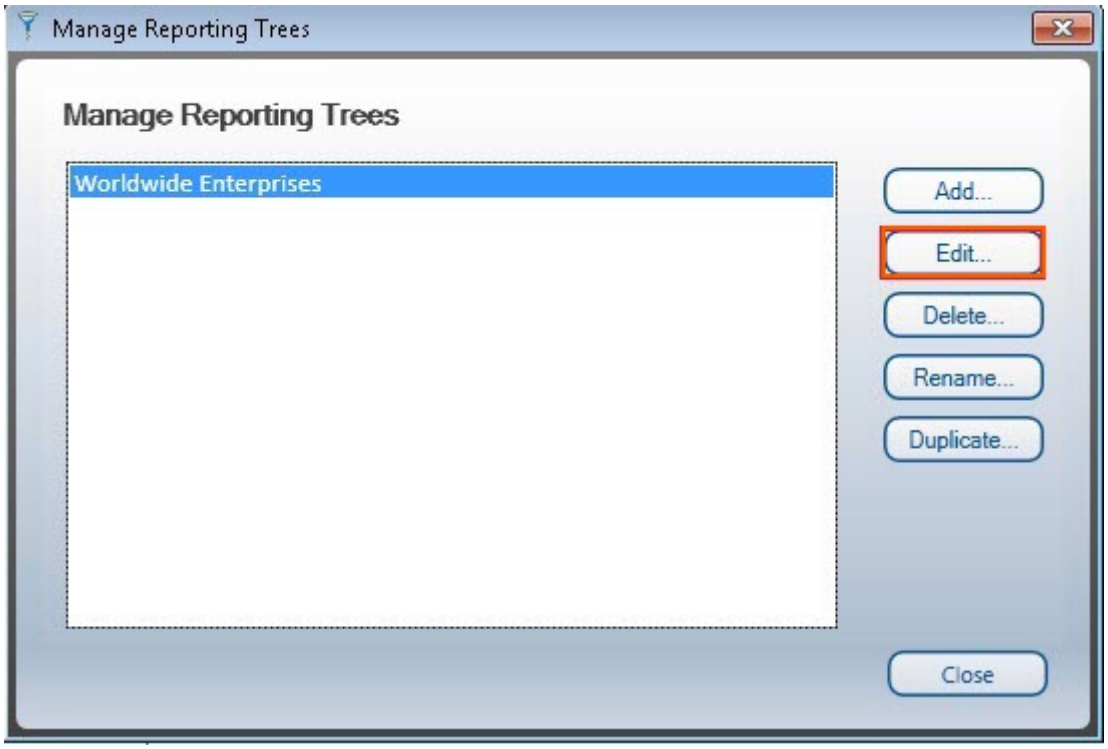


6. An optional Company filter may be applied. This will further filter the reporting unit to apply only to a specified company.
7. An optional distribution instruction may be added to each reporting unit. The distribution instruction entered here will automatically be linked to the generated worksheet. This prevents instructions from having to be selected and linked to each individual report.
8. Using drag and drop functionality, you can arrange your reporting units into parent/child hierarchies.
9. Click **Apply** to save and continue. Click **OK** to save and exit.

Editing Reporting Trees

To edit reporting trees, do the following:

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

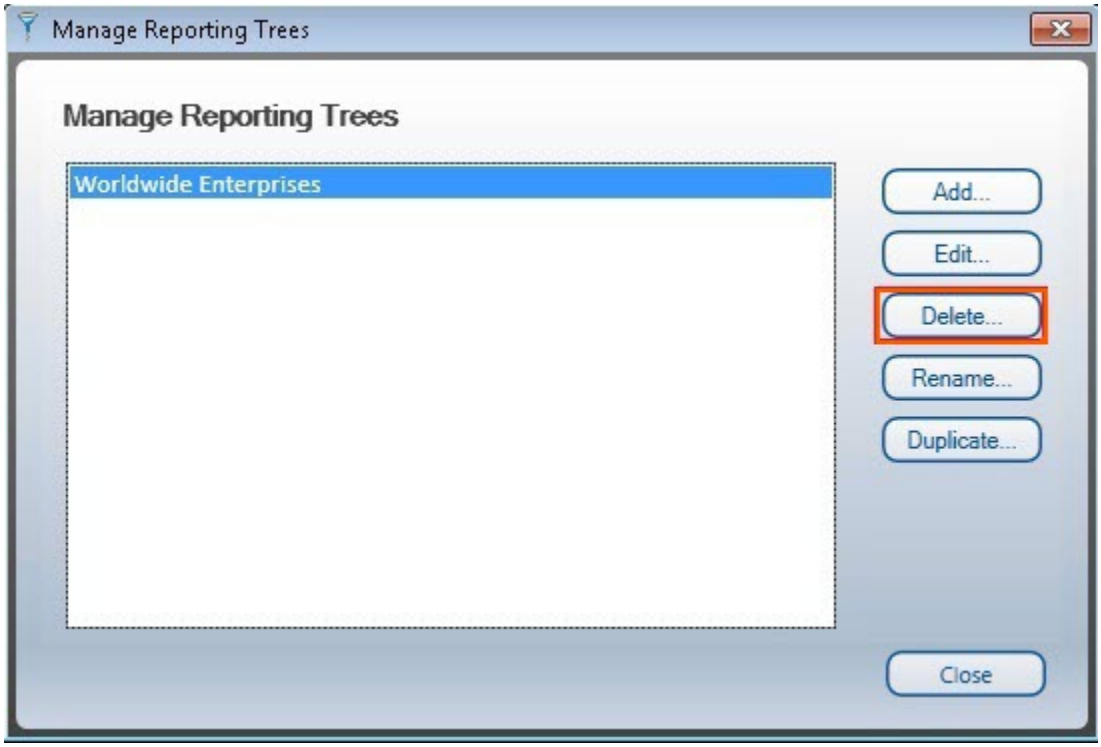


2. Make the necessary changes. Click **Apply** to save and continue. Click **OK** to save and exit.

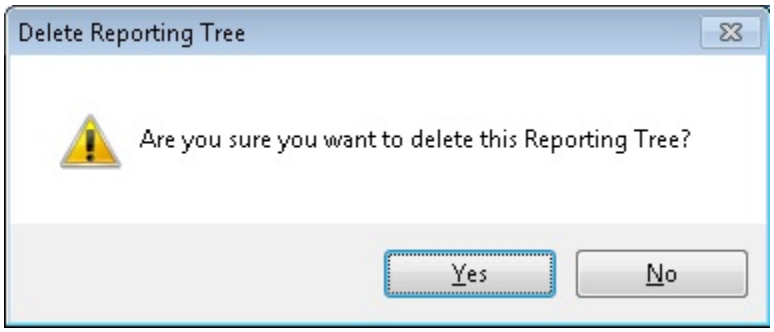
Deleting a Reporting Tree

To delete reporting trees, do the following:

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

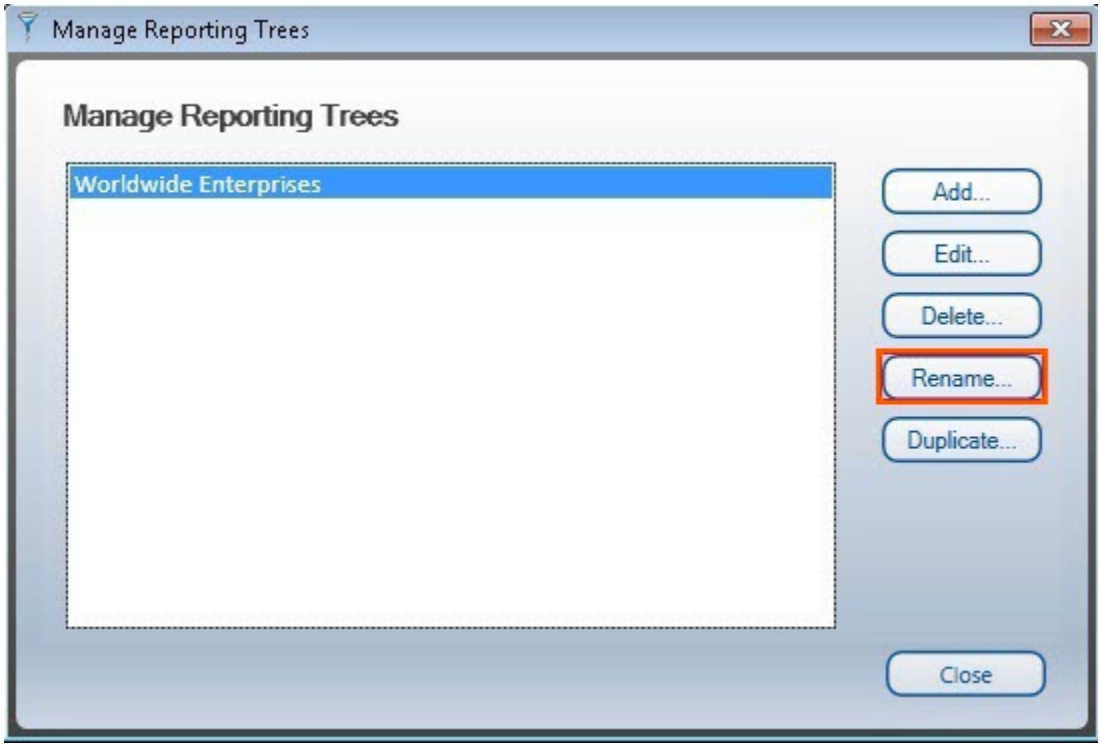


3. A confirmation window will open. Select **Yes** to permanently delete the reporting tree.

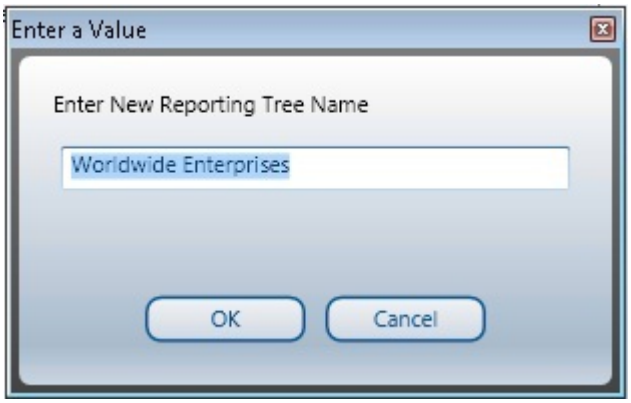


Renaming a Reporting Tree

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



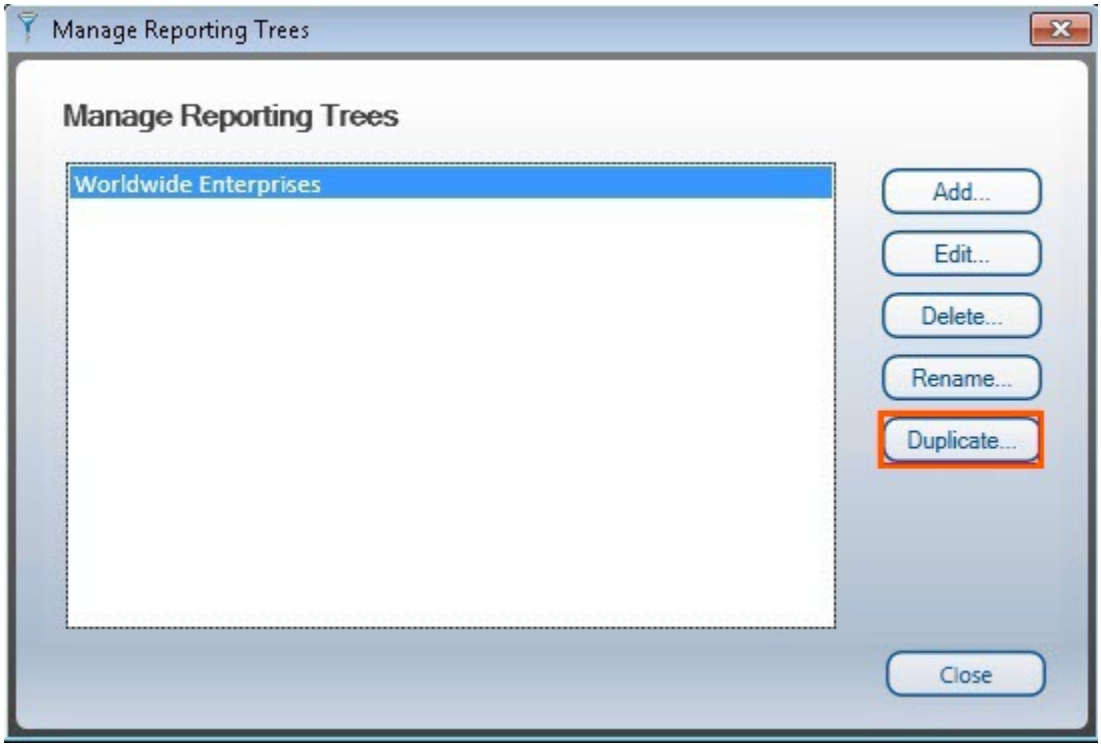
3. Enter the new name for the reporting tree.



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

Duplicating a Reporting Tree

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to duplicate.
2. Select the **Duplicate** button.



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

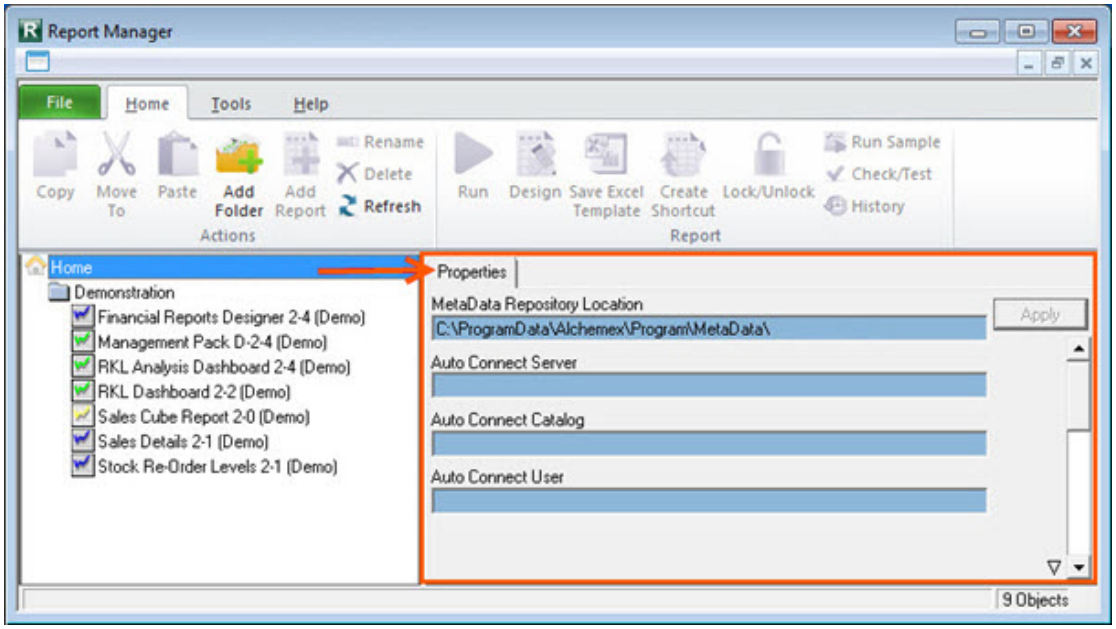
4. Select **OK** to save.

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.

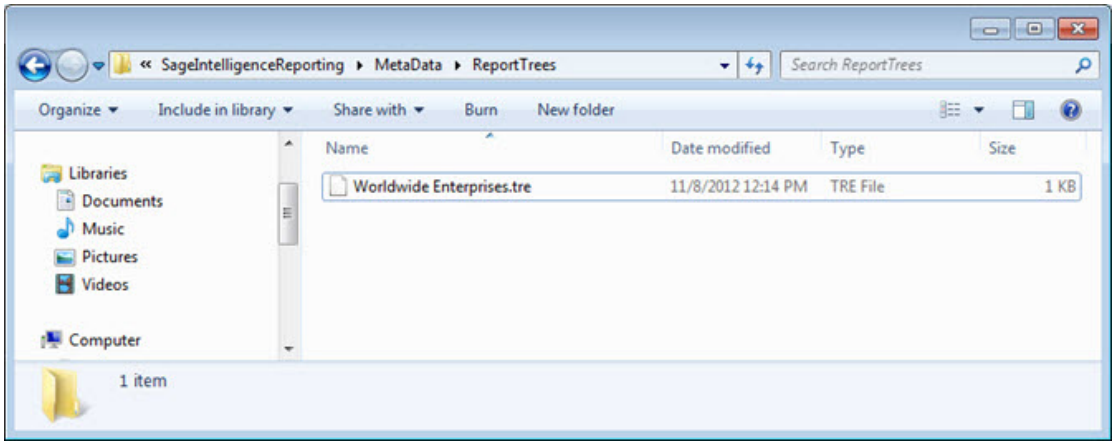
Locating the Metadata Repository

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



Copying 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.



Pasting 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.

Appendix A – Available Formulas

Opening Balance

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.

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,Company,AccountCategoryCode,AccountGroupCode,AccountTypeCode,ReportTreeUnitPath,RollupType1Code,RollupType2CodeRollupType3CodeRollupType4Code)
```

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 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.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
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.
RollupTypeCode	Optional	A rollup code retrieved from the General Ledger.	Filters the rollup type code to a specific value.

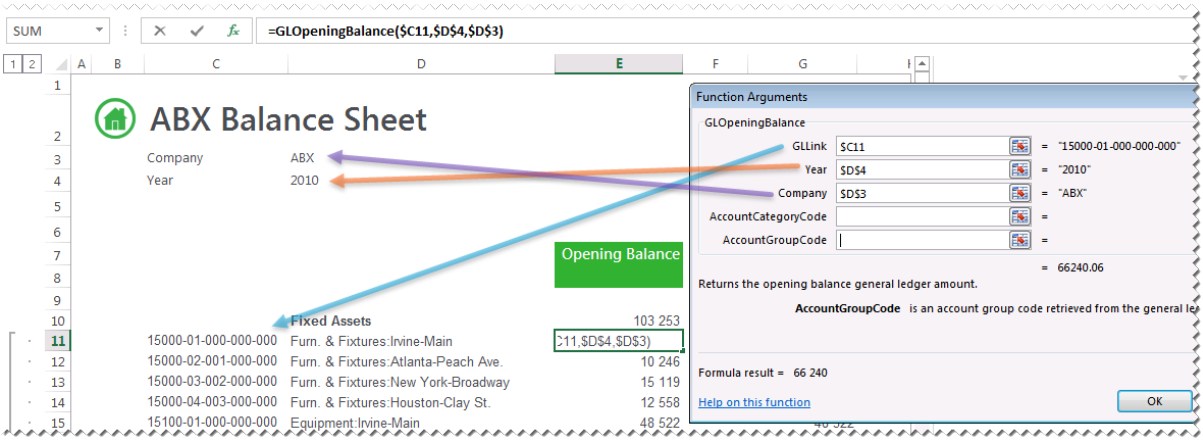
Remarks

- 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($C11,$D$4,$D$3)
```



Closing Balance 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.

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,RollupType1Code,RollupType2Code,RollupType3Code,RollupType4Code)
```

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.
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.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
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.
RollupTypeCode	Optional	A rollup code retrieved from the General Ledger.	Filters the rollup type code to a specific value.

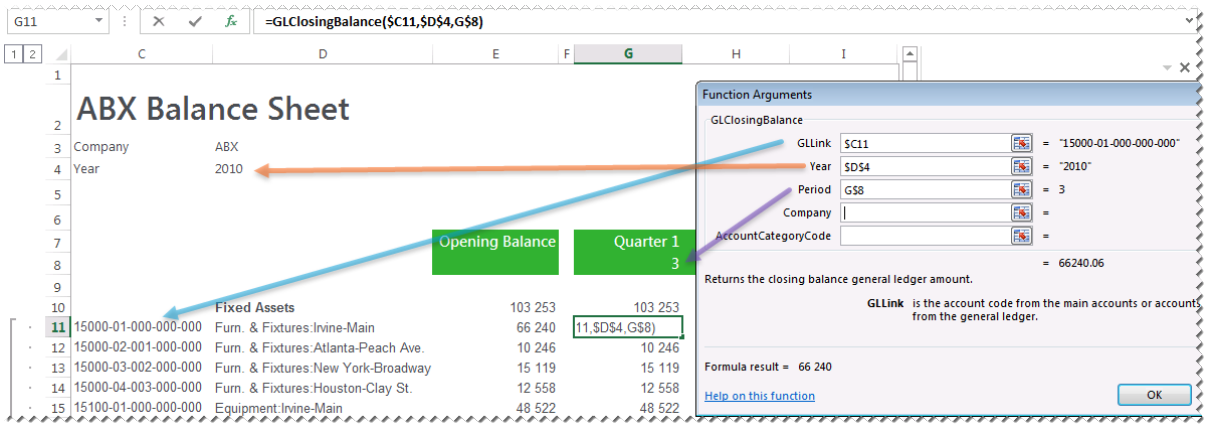
Remarks

- 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($C11,$D$4,G$8)
```



Actual 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.

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,RollupType1Code,RollupType2Code,RollupType3Code,RollupType4Code)
```

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 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.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
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.
RollupTypeCode	Optional	A rollup code retrieved from the General Ledger.	Filters the rollup type code to a specific value.

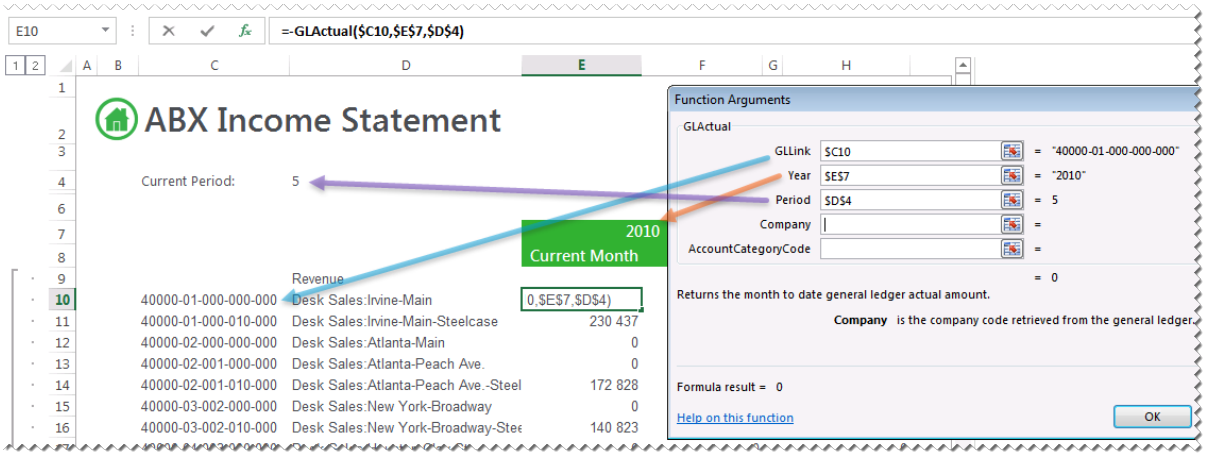
Remarks

- 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($C10,$E$7,$D$4,,,,$D$5)
```



Actual YTD 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 **GLActualYTD** 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,RollupType1Code,RollupType2Code,RollupType3Code,RollupType4Code)
```

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.
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.

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
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.
RollupTypeCode	Optional	A rollup code retrieved from the General Ledger.	Filters the rollup type code to a specific value.

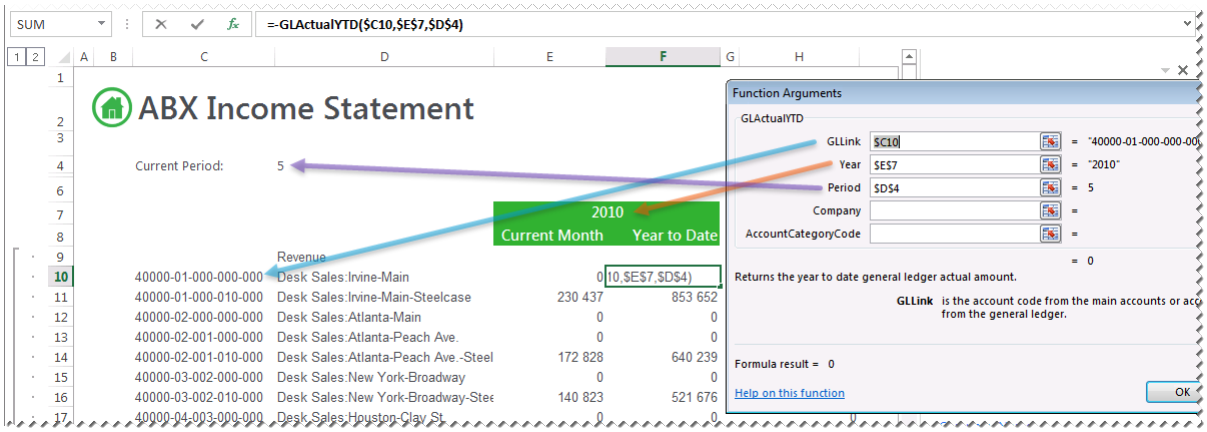
Remarks

- 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($C10,$E$7,$D$4)
```



Budget 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.

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,RollupType1Code,RollupType2Code,RollupType3Code,RollupType4Code)
```

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.
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.
RollupTypeCode	Optional	A rollup code retrieved from the General Ledger.	Filters the rollup type code to a specific value.

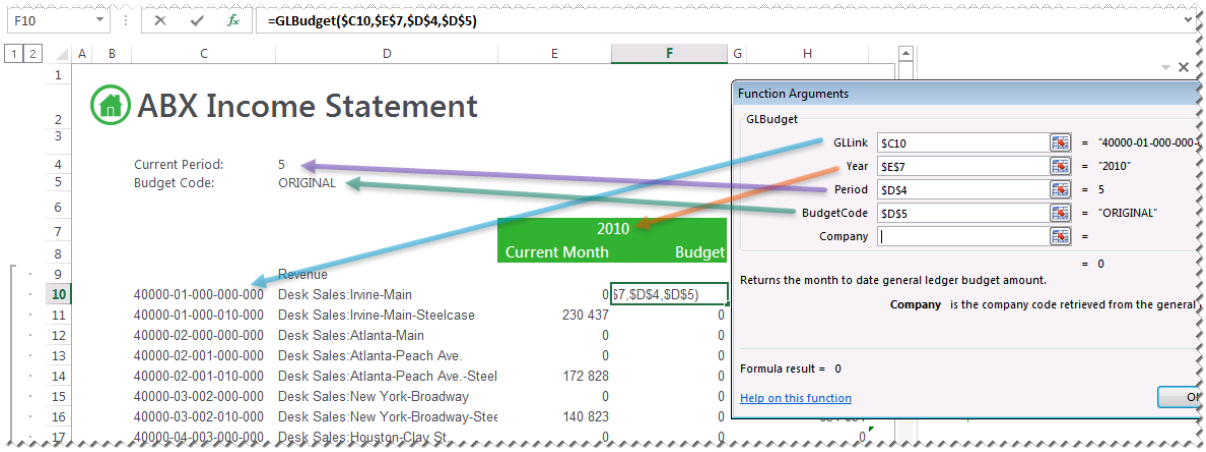
Remarks

- 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($C10,$E$7,$D$4,$D$5)
```



Budget YTD 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.

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,RollupType1Code,RollupType2Code,RollupType3Code,RollupType4Code)
```

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.
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.
RollupTypeCode	Optional	A rollup code retrieved from the General Ledger.	Filters the rollup type code to a specific value.

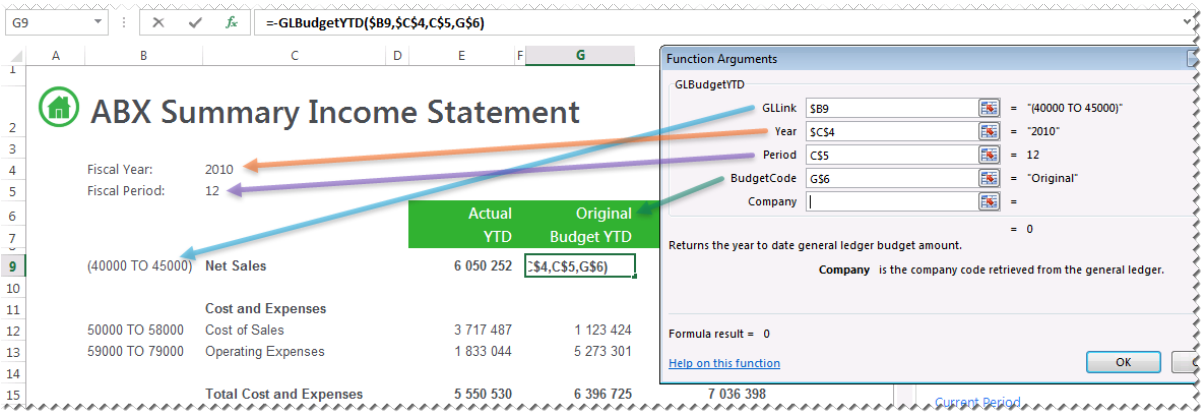
Remarks

- 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($B9,$C$4,C$5,G$6)
```



Current Year 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.

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

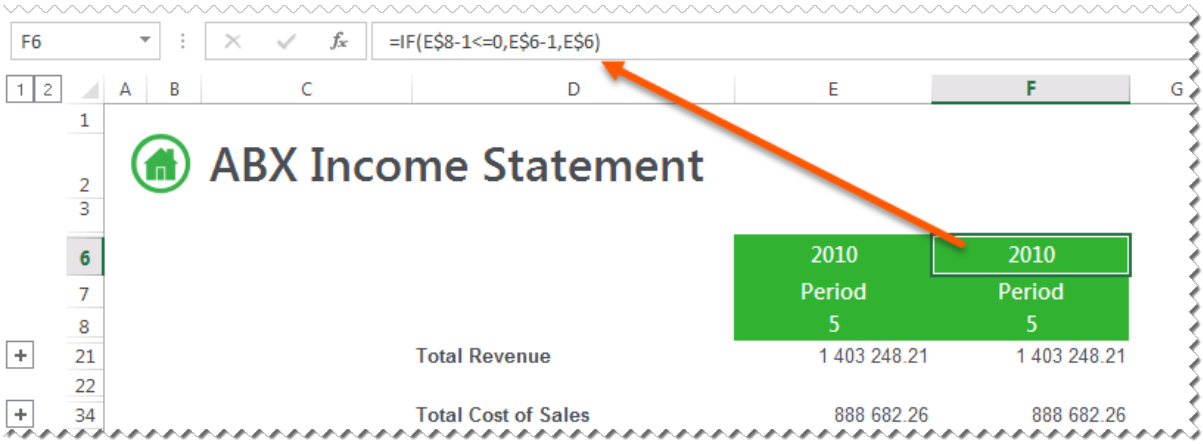
- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

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.



Current Period 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

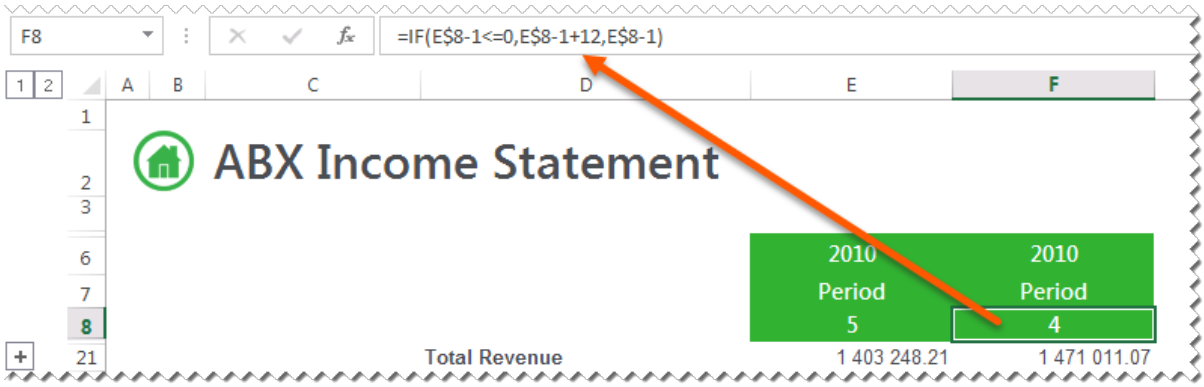
- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

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.



Company Name 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.

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.

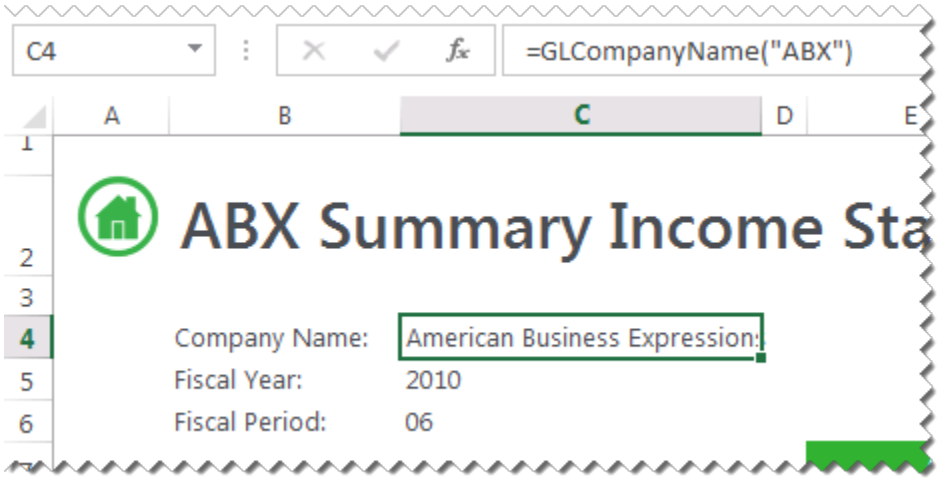
Remarks

- 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")
```



Account Description Formula

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

Description

The **GLAccountDescription** 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

```
=GLAccountDescription(Company)
```

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

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

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 **GLAccountDescription** formula could be:

```
=GLAccountDescription("ABX",$C10)
```