Sage Mas Intelligence 500
Report Designer FAQs

12.2012

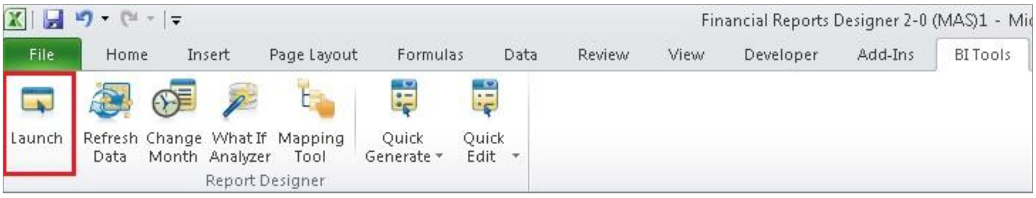
Question 1

Does the Report Designer work with Excel 2003?

Answer

No, it only works with Excel 2007 and above i.e. supports Excel 2010 and 2013. This is because it uses embedded XML files, the ribbon in Excel, and VSTO which are not supported by Excel 2003.

Question 2



When a new account/s are added or deleted in your accounting system how does the Report Designer pick this up?

Answer

- There is no automatic alert that new accounts have been added. However, if you are generating a layout the new/deleted account changes will always be in included in your new layout.
- If you have generated a layout and created and linked the template back to your report in the report manager, when you run this report out you will need to select the Refresh data button to automatically include the new/deleted account changes on the relevant worksheet/layout. This will need to be completed per worksheet/layout.

NOTE: The Refresh data button does not pull data from your accounting system, but from the set of accounts that has been delivered real time into the workbook on clicking the run report button from within the Report Manager.

Question 3

What does the Toggle switch button do when you right-click a row field?

Answer

Credits in the General Ledger always come through as negative from your accounting system. The Toggle Switch allows you to manage the sign control. For example, convert the sales figures from negative to record as positive in your report.

Question 4

Are signs automatically “toggled” in standard Report Designer layouts provided out the box?

Answer

Yes.

Question 5

When would I use the Create and Link when running the Designer Report?

Answer

You would use the Create and Link if you would like to save a specific Excel layout that you have customized. Once you have "Create and Linked" a layout to a report, the layout you have customized in Excel will display when you run out the report.

NOTE: Once you have linked a report to a specific company or set of companies, this report becomes specific to that company or set of companies, and will deliver incorrect results if used against any other companies. The reason for this is that when you create and link your report, a set of the General Ledger account numbers are stored within the workbook, making that report unique to the specific company's set of accounts.

Question 6

When using the Designer to create a report, am I able to send this to other people to view?

Answer

Yes. They will be able to view layouts that you have generated if you save the workbook with the generated layout as an Excel workbook. However, the other user will not be able to generate report layouts if they do not have the Report Designer licensed on their workstation.

Question 7

If I create a report using the Designer, and send it to a customer are they able to run the report if they don't have the designer?

Answer

Yes, they would need to import the exported report into their system, run the report using the Report Manager and have the result delivered into an Excel workbook.

NOTE: They would not be generating new Report Designer layouts from the Report Designer ribbon in Excel as they would not be licensed to do so. Also note that if the exported report had been created and linked to save an Excel layout, that the report would be specific to that company and may return incorrect data on the new company data. Refer to question 5.

Question 8

Can you export and import designer reports?

Answer

Yes, in exactly the same way you would import and export any SMI reports.

Question 9

Can you use the designer to create non- financial reports?

Answer

No, the designer report is limited to financial reports.

Question 10

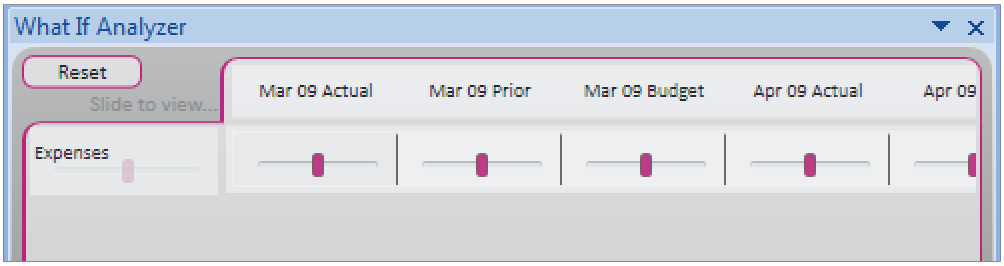
Are you able to export layouts that have been created using the designer?

Answer

Yes, as long you save the workbook that you have created layout in.

Question 11

The grouping down the side determines what can be adjusted in the analyzer? I.e. if we were to modify so that Expenses was further broken down could use the analyzer on the more specific groupings?



Answer

No, you can only analyze at a Primary Grouping Level.

Question 12

Can you create graphs from the Designer Reports?

Answer

Yes, using standard Excel functionality that links to your layouts.

Question 13

How is the Designer licensed?

Answer

The Report Designer module is licensed per site i.e. all users that have either a Report Manager or Report Viewer license will be able to run Report Designer reports if they have the Report Designer module activated

Question 14

How do I install the Report Designer?

Answer

The Report Designer is automatically installed with SMI, if you are licensed for the Report Designer.

Question 15

Do I have to have SMI to run the Designer or can I purchase it standalone?

Answer

Yes, you need to have SMI in order to have the Designer licensed.

Question 16

Can you copy Designer reports?

Answer

Yes, as you would any SMI report.

Question 17

Can you run consolidated reports using the designer?

Answer

Yes. You would select the Consol Financial Reports Designer report which will prompt you to select your companies required for consolidation.

NOTE: This report delivers the GL accounts suffixed with the company code, so that a user can identify which account belongs to which company.

Question 18

How does the variance button work in the formula builder?

Answer

The variance button caters for standard accounting calculations. The Variance calculation is based on the Account Type.

Variance Button Explained

- If you did $100 worth of Sales and your budget is $50 then the Variance is $50 and is a positive value.
- If your Cost of sales is $100 and your budget is $50 then the Variance is $50 and is calculated as positive, but should in fact be negative as you are $50 over budget.
- The IS Variance calculation button caters for this. The variance calculation is based on account type.

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

When IS Variance is checked	✓	The sign control is taken care of and delivers the correct result.

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

Question 19

Is the Designer compatible with Excel 2010 and Excel 2013?

Answer

Yes.

Question 20

How does the Mapping Tool work?

Answer

The Mapping Tool creates a relationship between the account grouping in the accounting system to the SMI reporting group, which caters for GAAP requirements.