Sage 500 ERP 7.4
Intelligence Reporting
Release Notes Product Update 3

12.2012

Table of Contents

1.0 Release notes 3

1.1 Introduction 3
1.2 New reports 3
1.3 Free reports and templates 3
1.4 Report Designer: Enhanced Report Designer Mapping Tool 4
1.5 Report Designer: Layout text column auto-size 6

2.0 Resolved issues 8

2.1 Report Designer: Row loading indicator 8
2.2 Report Designer: Reporting Trees 8
2.3 Reporting Trees 9
2.4 Report Designer: Linking Reporting Tree units to distribution instructions 12
2.5 Report Designer: Progress bar 13
2.6 Report Designer: Improved ‘Refresh Data’ 14
2.7 New BI Tools Tool Tips added 15
2.8 Financial Reports: Easier ‘Right Click’ drill down 17
2.9 Financial Reports Performance improvement 18
2.10 Core: Support for Citrix and Terminal Services Load Balanced Environments 19

3.0 New report distribution 20

3.1 BI Tools tab extension 20
3.2 Distribution instructions 21
3.3 Email 22
3.4 File publish 23
3.5 File Transfer Protocol (FTP) 24
3.6 Automated report distribution 25

4.0 Software availability 27

1.0 Release notes

1.1 Introduction

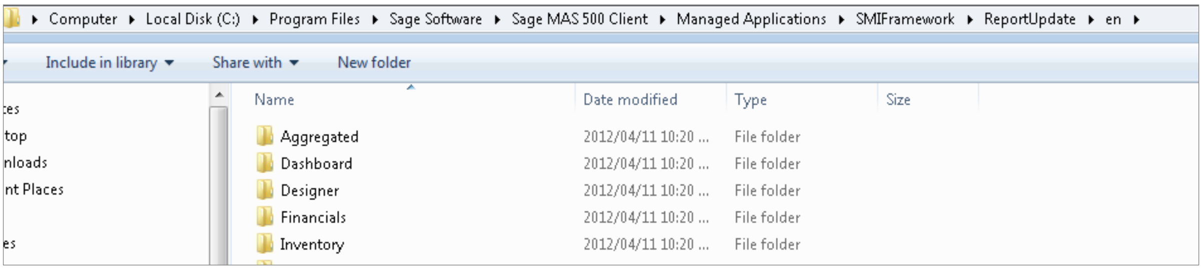
These Release Notes contain important information about new features and resolved issues in Sage Intelligence Reporting 7.1.2. The note within this document highlights the changes made between the release of Sage ERP 500 ERP Intelligence 7.4 (PU1) and Sage 500 ERP Intelligence 7.4 (PU3).

1.2 New reports

Report Designer: Current Month Layout

When you install the new product update all new reports will be automatically saved to the following folder:

C:\Program Files\Sage Software\Sage SAGE 500 ERP Client\Managed Applications\SMIFramework\ReportUpdate\en



The new reports will need to be imported into the Report Manager once you have installed the Product Update. See the Installation guide for Bulk Importing/ Update Reports.

1.3 Free reports and templates

There are also free reports available for Sage 500 ERP Intelligence that can be downloaded from the Sage Alchemex BI Community site BI Community Free Report Templates. This website is updated regularly with new reports.

NOTE: Any reports that are downloaded from the BI Community will need to be imported individually or imported using the Bulk Import feature within the Report Manager.

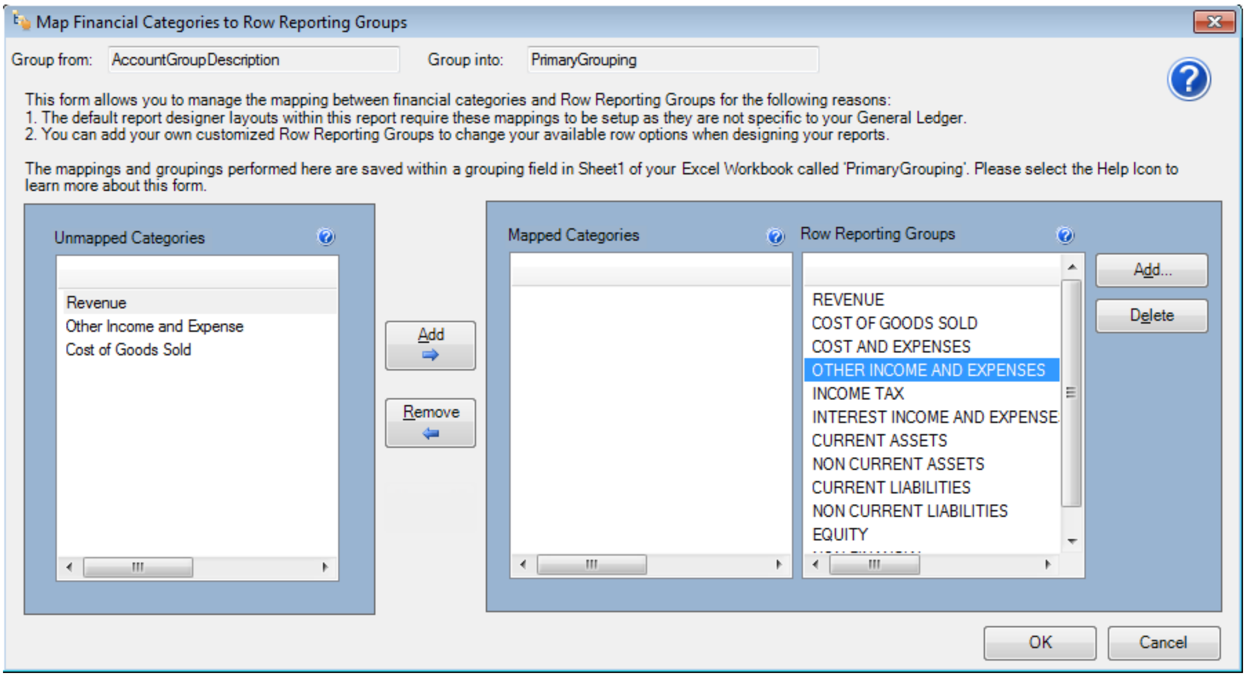
1.4 Report Designer: Enhanced Report Designer Mapping Tool

Due to popular demand the Report Designer’s mapping tool has been enhanced within this release of Alchemex with the most notable enhancement being the ability for end-users to natively add and delete Row Reporting Groups from within the Mapping Tool’s interface.

1.4.1 Location:

Run Report Designer Report with unmapped categories/accounts.

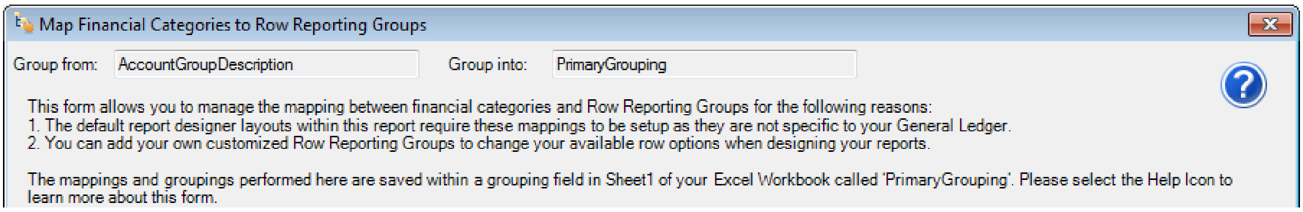
Select ‘Mapping Tool’ from BI Tools ribbon tab after running out a Report Designer Report.



Minor User Interface Update

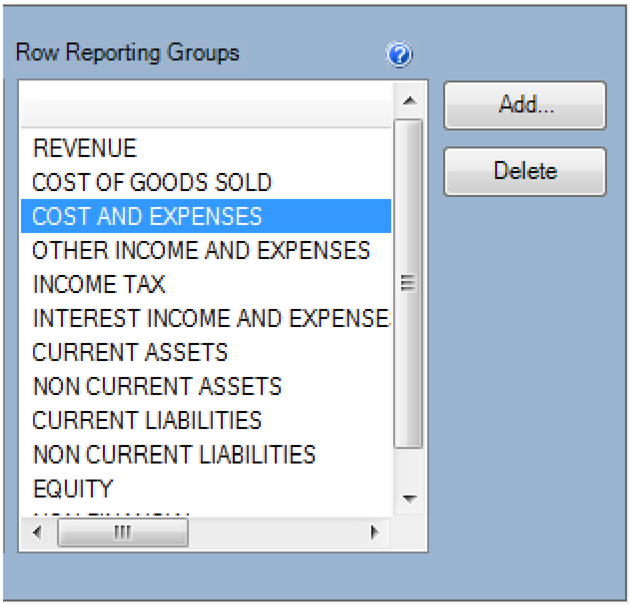
The Mapping Tool has been improved with a more descriptive explanation of the purpose of the Mapping Tool; research showed that new users often did not necessarily understand the reason for this tool popping up the first time a Report Designer report is run. Each of the column lists has been widened to accommodate longer values and the help icon has been enlarged and now links directly to an improved help file topic on the Mapping Tool instead of only popping up a basic textbox.

In addition, a selected item within the ‘Unmapped Categories’ list would previously lose its highlight once focus was given to another list on the form – this has now been resolved and the item retains its highlight, making this form easier and faster to use.



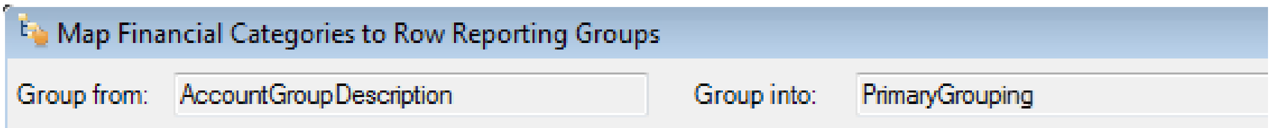
Ability to Add and Delete Row Reporting Groups

Based on requests to give users more control of the Row Reporting Groups that the Report Designer uses to group GL accounts on a layout, end-users can now take full control of their reporting layouts by adding their own new reporting groups and deleting existing reporting groups.



‘Group from’ and ‘Group into’ Fields Now Visible

The Mapping Tool now shows very clearly that it has been configured to use predetermined fields from within your Report Designer report to perform mappings. The objective of showing the Group from and Group into fields is to ensure users understand that the ‘Available Categories’ field list can be sourced from different fields within your report, like Account Number for example (allowing you to map account numbers to Row Reporting Groups instead of mapping standard grouping categories to Row Reporting Groups).

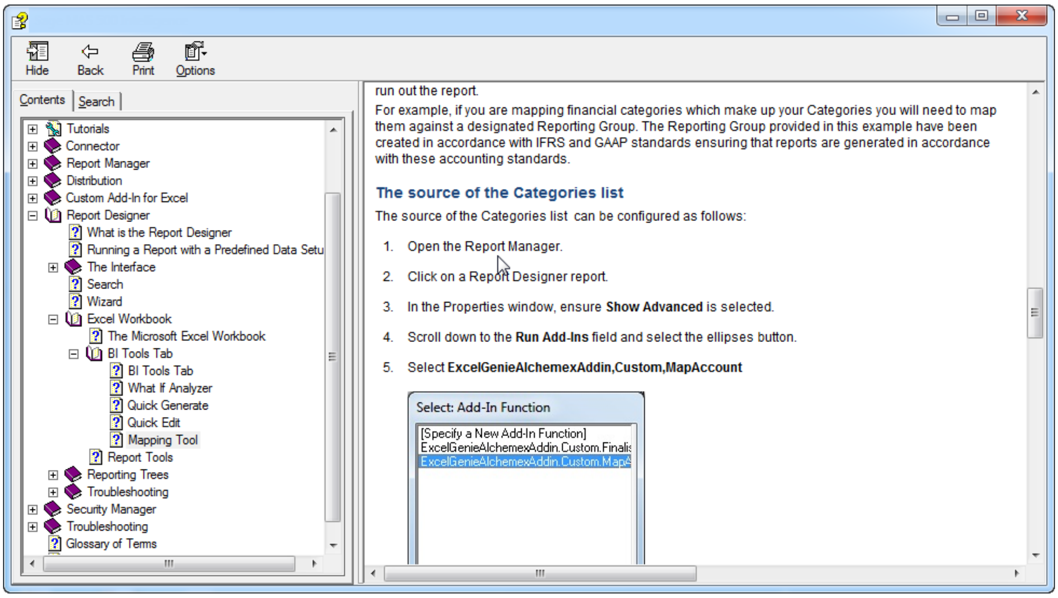


Improved Performance

The Mapping Tool now maps categories to Row Reporting Groups faster than ever, as we opened up the ability for users to add their own Row Reporting Groups we also made sure the Mapping Tool’s internal logic was reviewed to handle larger amounts of Row Reporting Groups even quicker.

Mapping Tool section within Help File Improved

The Mapping Tool section has been reviewed and improved to ensure that the users can get access to the correct level of detail if required. Additionally, instructions on how to configure the mapping tool to use different ‘Group from’ fields have been added to the same help file topic.



Performing Mappings Now No Longer Mandatory Upfront

Previously users were forced to map their Available Categories to Row Reporting Groups before being allowed to run out Report Designer Reports. This rule has now been relaxed in favour of explaining the purpose of the Mapping Tool clearly and then giving users more control over when they would like to approach the design of their reports. The Mapping Tool can then be accessed via the BI Tools Ribbon tab once the report has run out into MS Excel.

1.5 Report Designer: Layout text column auto-size

Previously any text columns placed into a Report Designer layout would not automatically size according to the content within them, usually needing users to manually resize the second column like account description. The need for this manual action has now been eliminated and the Report Designer now correctly sizes each text column according to the longest value that the field contains, saving you the time needed to resize manually.

1.5.1 Location:

Generate a Report Designer layout with text columns.

	G	H	I	J	K	L
1	**Global Enterprises**					
2						
3	**INCOME STATEMENT**					
4	**for Period Ending Period 12, 2010**					
5						
19				**Period 01**		
20				**Activity**	**Budget**	**Var AB**
24						
25	**REVENUE**			**372 784**	**353 900**	**18 884**
26	**REVENUES**			**372 784**	**353 900**	**18 884**
27	400-01-00	Distribution sales (history)				
28	400-01-01	Distribution sales - East		236 918	220 000	16 918
29	400-01-02	Distribution sales - West		122 013	120 000	2 013
30	400-02-00	Service fees				
31	400-02-01	Service fees - East		7 816	8 000	(184)
32	400-02-02	Service fees - West		3 958	4 000	(42)
33	400-03-00	Freight charges				
34	400-03-01	Freight charges - East		5 020	4 500	520
35	400-03-02	Freight charges - West		2 362	2 100	262

2.0 Resolved issues

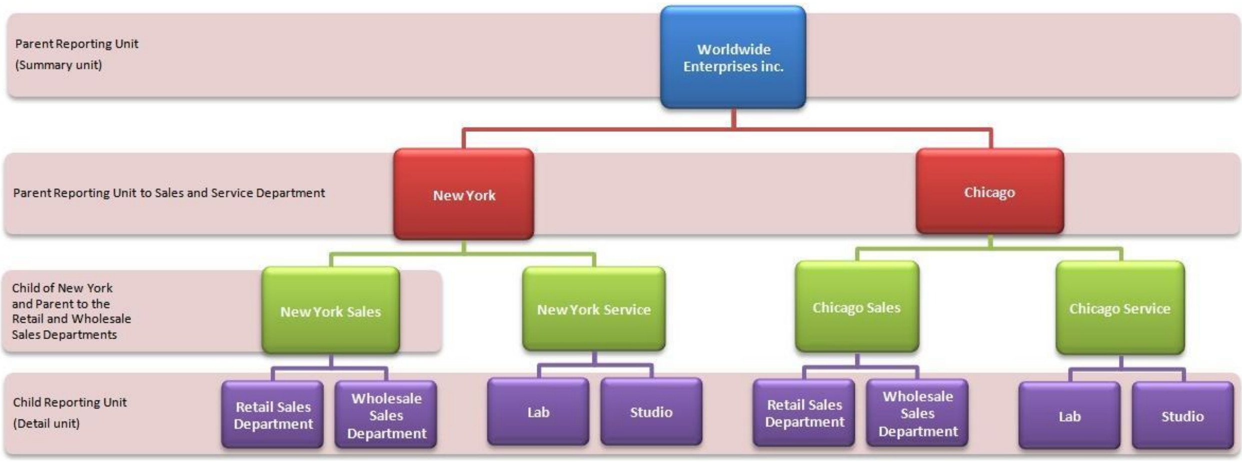
2.1 Report Designer: Row loading indicator

In the event of many Row Reporting Groups being selected for use within a Report Designer layout, the 'edit layout' manager may take a bit longer to load rows giving the impression of an unresponsive form. To avoid this perception, a circular progress indicator has been added to the 'Rows' section of the Report Designer layout manager and will appear immediately if the software detects that loading rows will take longer than usual.

2.1.1 Location:

- Load an existing Report Designer layout via the 'Launch' button within BI Tools tab.
- Quick edit an existing Report Designer layout via BI Tools tab.

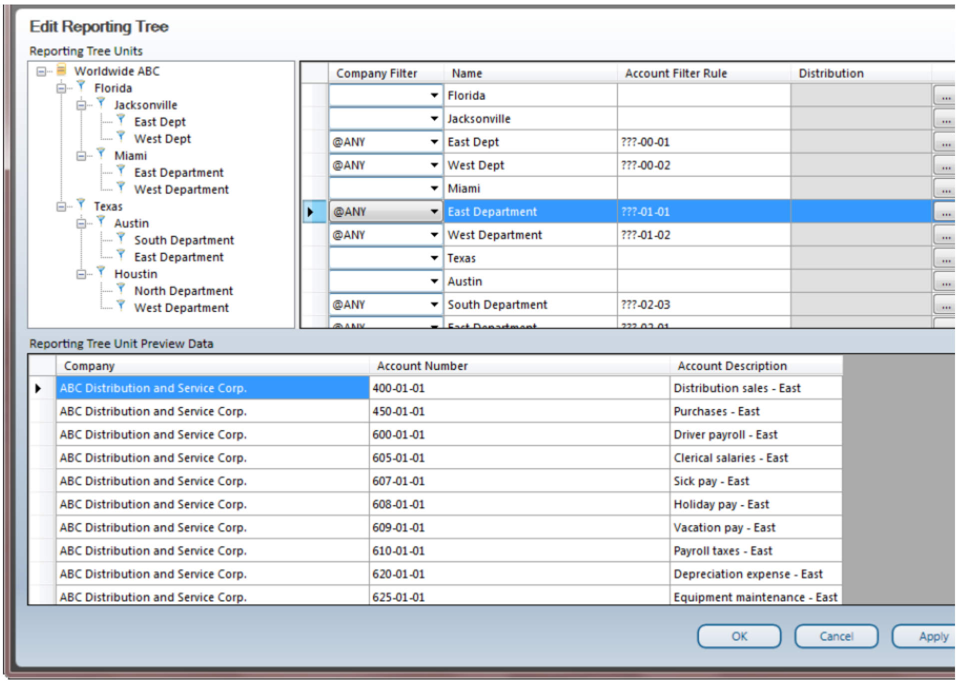
2.2 Report Designer: Reporting Trees

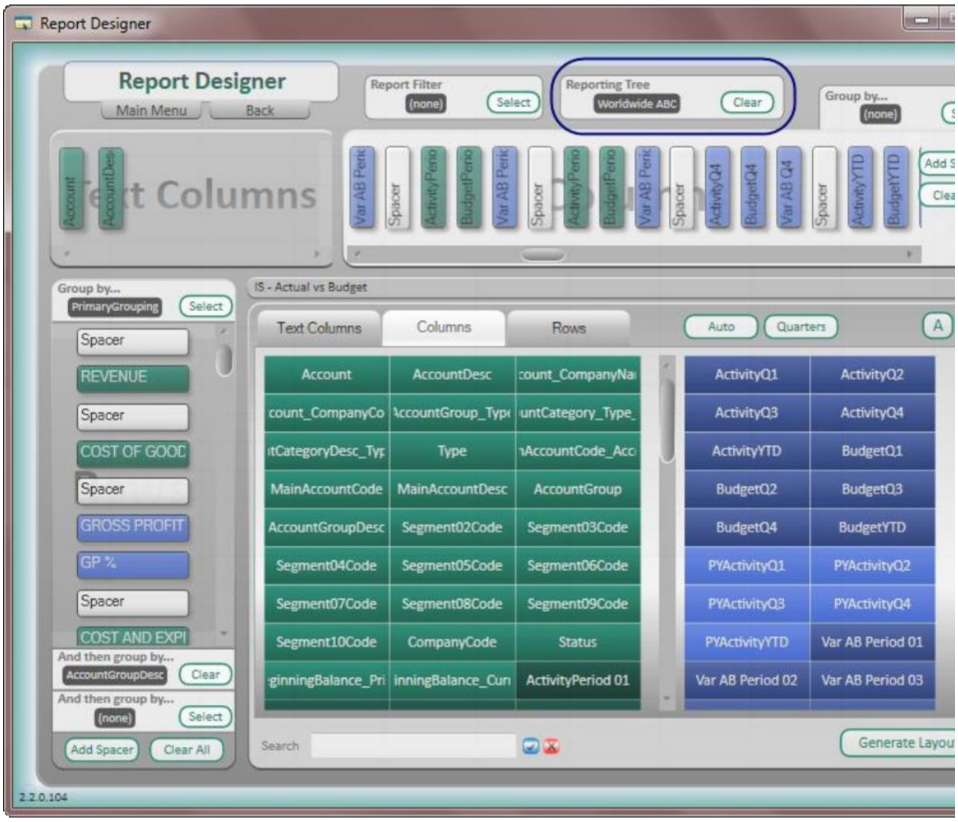


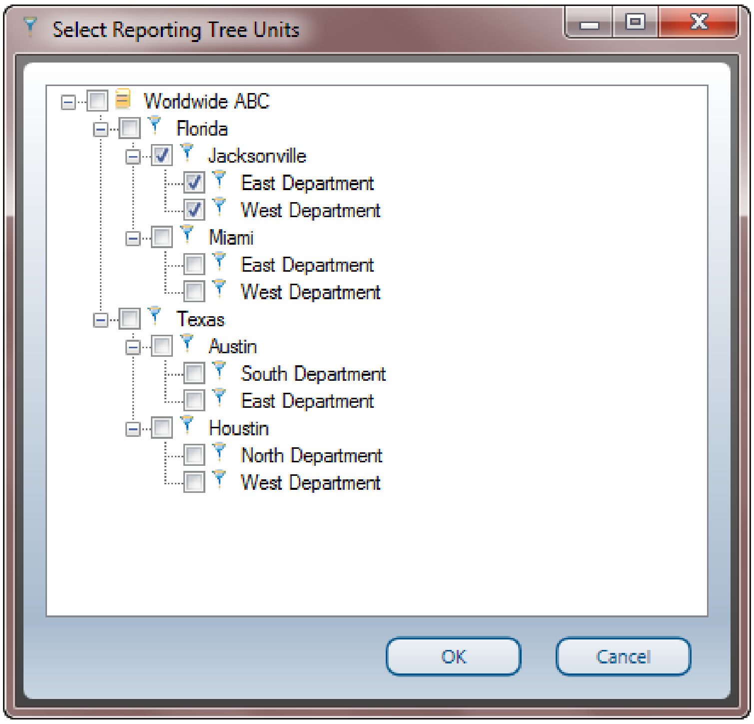
2.3 Reporting Trees

Description	One the highlight features within Sage 500 (7.4) Intelligence is the inclusion of Reporting Trees. Although you can create financial reports without the aid of a reporting tree, a 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 500 (7.4) Intelligence 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 500 Intelligence allows you to easily add or change reporting units without requiring a change to your financial data. After saving a Reporting Tree, simply link it to one or more Report Designer layouts that you have saved within your workbook.
Location	Financial Reports Designer > BI Tools tab Consolidated Financial Reports Designer > BI Tools tab
Sample Screenshots	 

Sample Screenshots continued



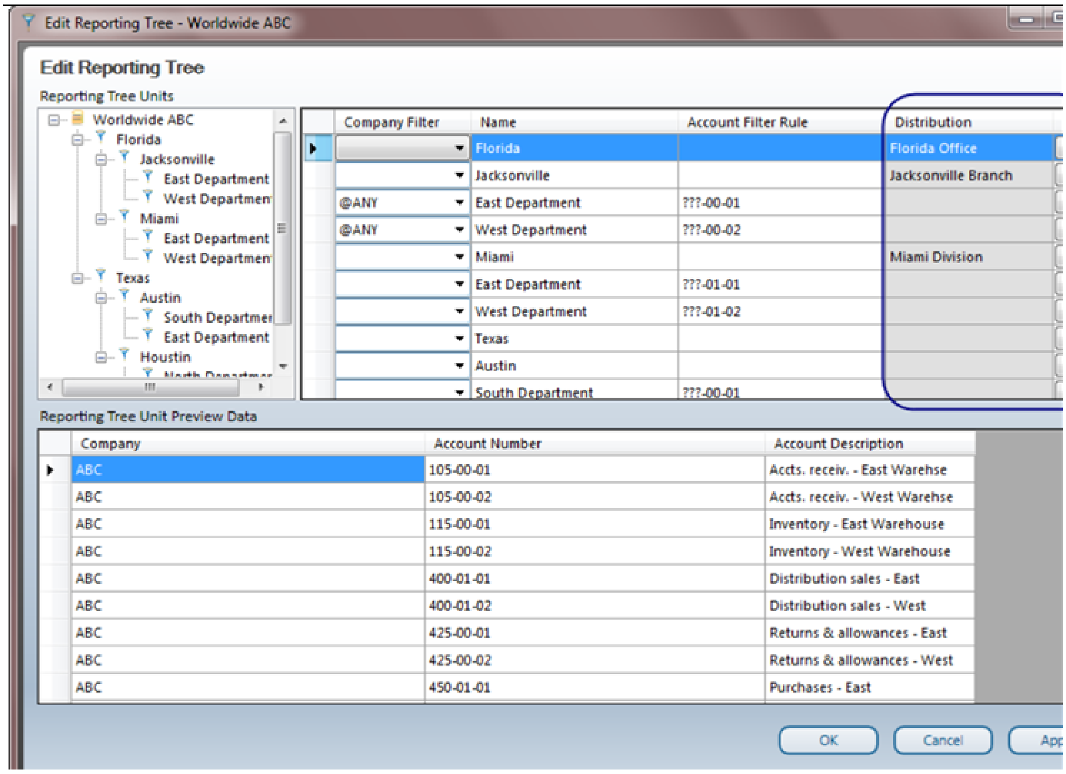


Sample Screenshots continued	

2.4 Report Designer: Linking Reporting Tree Units to Distribution Instructions

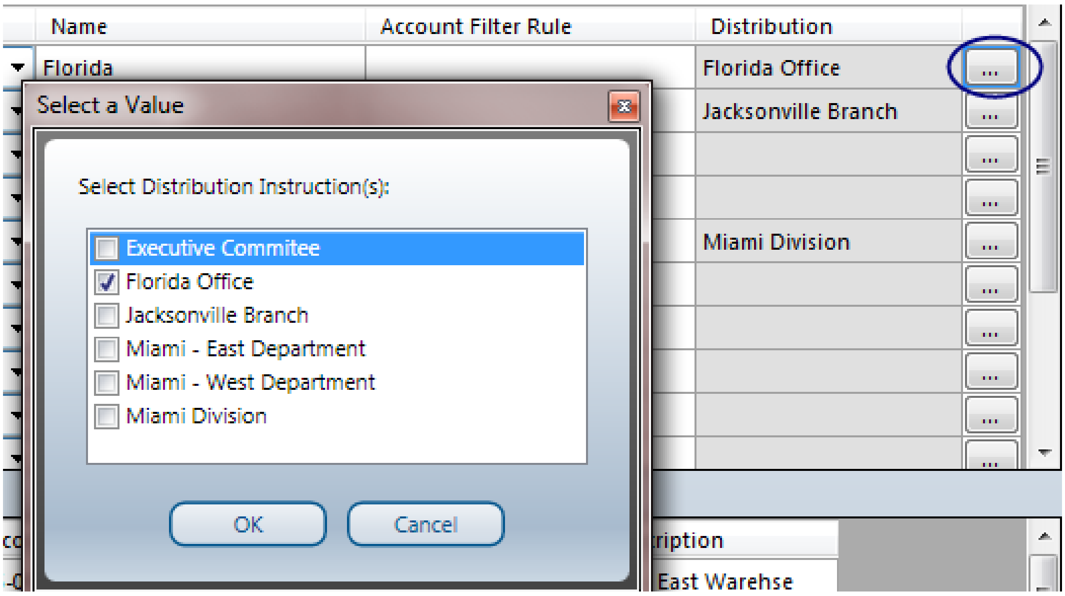
<table>
<tr><td>Description</td><td>Once a report is generated using Sage 500 7.4 Intelligence, Distribution Instructions need to be selected manually to set up links between worksheets inside a report and available Distribution Instructions. These links or relationships are stored within the report workbook only meaning that every new workbook needs to have the links set up manually.

The new Reporting Tree enhancements made to the Report Designer in Sage 500 7.4 Intelligence allows users to save time by eliminating the need to manually select Distribution Instructions every time a new report is generated. By specifying which Distribution Instructions should be linked to each Reporting Tree unit before layout generation, these settings are stored inside the Reporting Tree which saves its data centrally with the Sage 500 7.4 Intelligence reports repository. Once a Reporting Tree has Distribution Instructions linked to any of its units, relationships between the resulting worksheets and available Distribution Instructions will be set up automatically during layout generation, saving users the need to manually set these relationships up.</td></tr>
<tr><td>Location</td><td>Report Designer Enabled Report > BI Tools Toolbar > Reporting Trees</td></tr>
<tr><td>Sample Screenshots</td><td>



</td></tr>
</table>

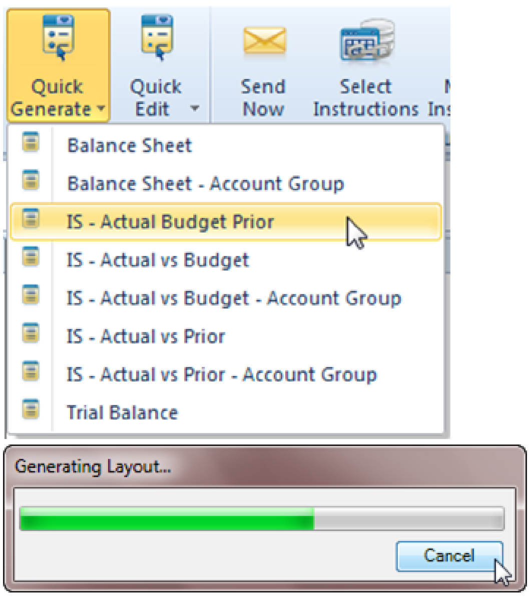
Sample Screenshots continued



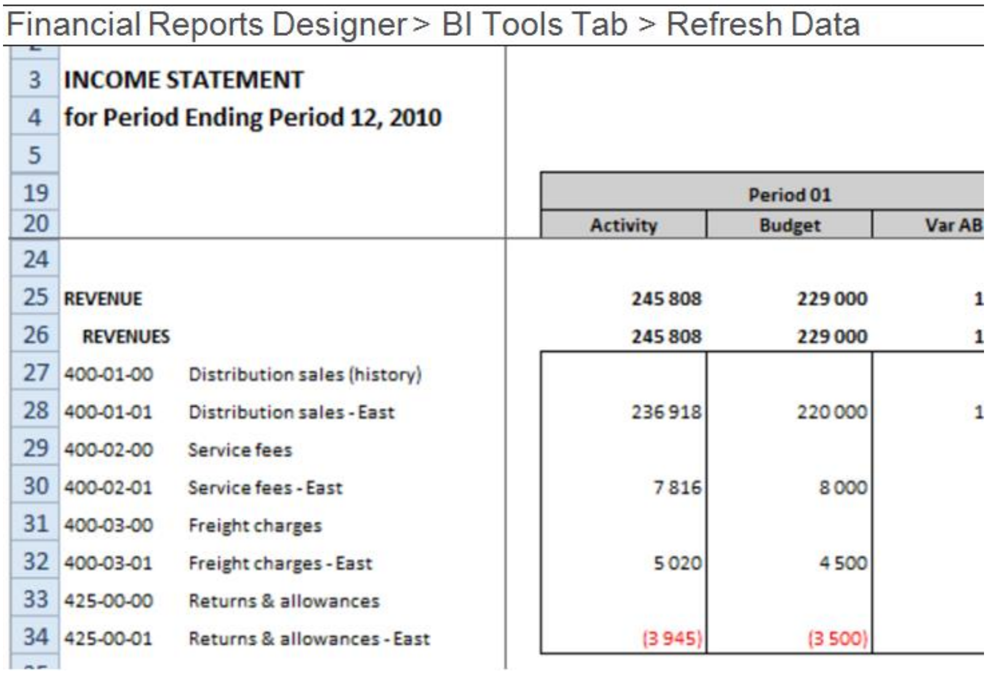
2.5 Report Designer: Progress Bar

Description	Previously when generating layouts with the Report Designer software there was no way to cancel the generation of a report layout mid-way. This meant that if a mistake was made during the design of the layout, users would need to wait until the layout had finished generating before being able to correct the design mistake. Furthermore there was no indicator for users to track the progress of the layout generation. Sage 500 7.4 Intelligence now displays a progress bar when any layouts are generated using the Report Designer. This progress bar has a ‘Cancel’ button allowing users to cancel report layout generation before the report has finished generating. Especially useful for eliminating the need to wait unnecessarily if large datasets are being reported off.
Location	Financial Report Designer > Report Designer > Generate Layout

Sample Screenshots

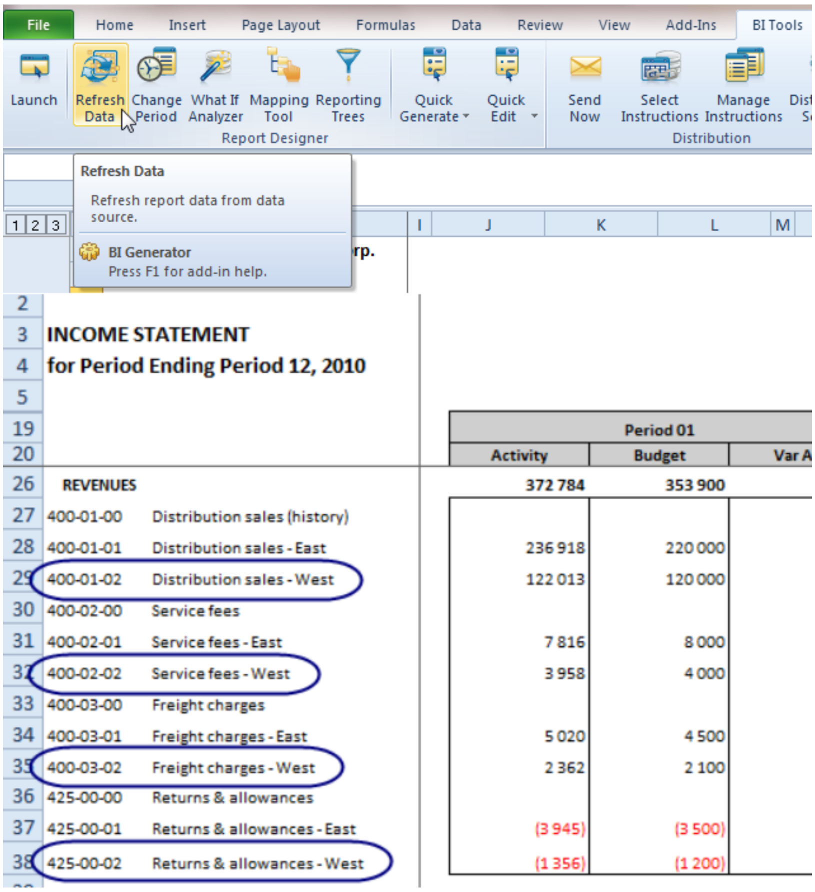


2.6 Report Designer: Improved ‘Refresh Data’

Description	The ‘Refresh Data’ function refreshes the data in your workbook. For example if someone has added new accounts in your accounting package, and you have created and linked a layout, the refresh data will bring through all new accounts or remove deleted accounts if you have created and linked the layout Previously in Sage 500 Intelligence, using the ‘Refresh Data’ function within any Report Designer enabled report (i.e. Financial Reports Designer) would result in any new accounts being highlighted in a color and moved to the bottom of the account grouping within the open report – this would require you to do some manual formatting and re-ordering work to get your report presentable. Improvements have been made to the Refresh Data function within Sage 500 7.4 Intelligence to ensure that you no longer need to perform any manual work after new accounts are discovered. The Refresh Data function will now ensure that all new accounts are placed into the correct account groupings in the correct order (ordered by account number) with the same formatting as the rest of the report (complex custom formatting support is limited).
Location	Financial Reports Designer > BI Tools Tab > Refresh Data
Sample Screenshots	

Financial Reports Designer > BI Tools Tab > Refresh Data

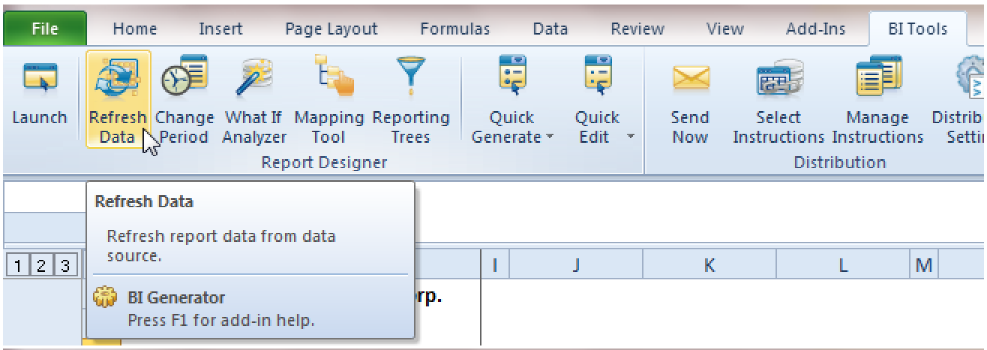
3	INCOME STATEMENT				
4	for Period Ending Period 12, 2010				
5					
19			Period 01		
20			Activity	Budget	Var AB
24					
25	REVENUE		245 808	229 000	1
26	REVENUES		245 808	229 000	1
27	400-01-00	Distribution sales (history)			
28	400-01-01	Distribution sales - East	236 918	220 000	1
29	400-02-00	Service fees			
30	400-02-01	Service fees - East	7 816	8 000	
31	400-03-00	Freight charges			
32	400-03-01	Freight charges - East	5 020	4 500	
33	425-00-00	Returns & allowances			
34	425-00-01	Returns & allowances - East	(3 945)	(3 500)	

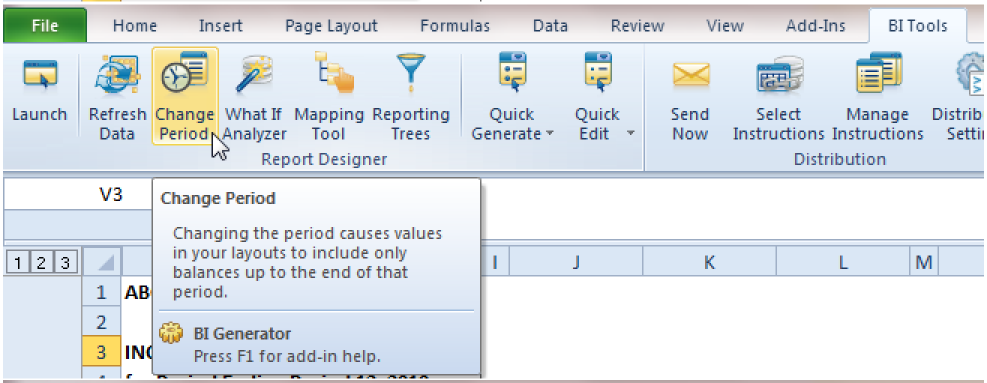
Sample Screenshots continued	

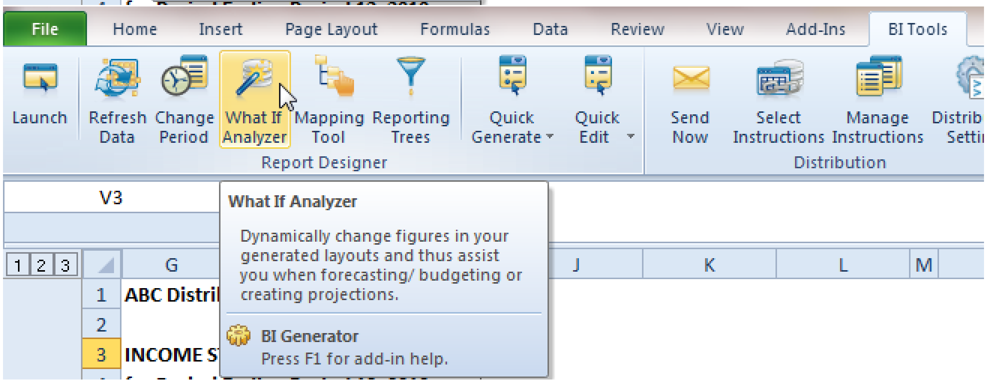
2.7 New BI Tools Tool Tips Added

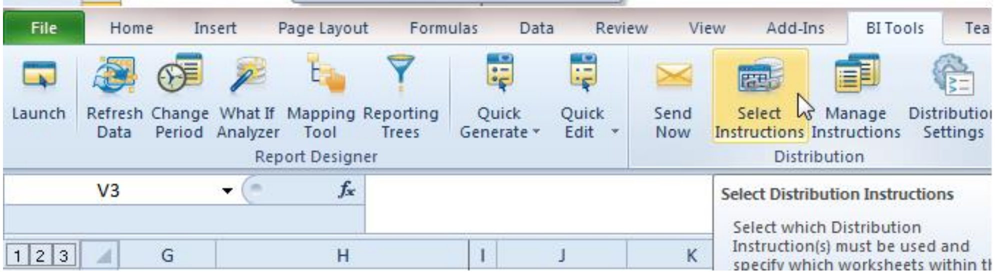
Description	Useful Tool Tips have been added to selected buttons within the BI Tools ribbon tab to ensure the purpose of each function is clear. Simply hover a cursor over the button and the tool tip will appear automatically.
Location	Report Designer Buttons Financial Reports Designer > BI Tools Tab Distribution Buttons Any Sage 500 Intelligence Report > BI Tools Tab

Sample Screenshots

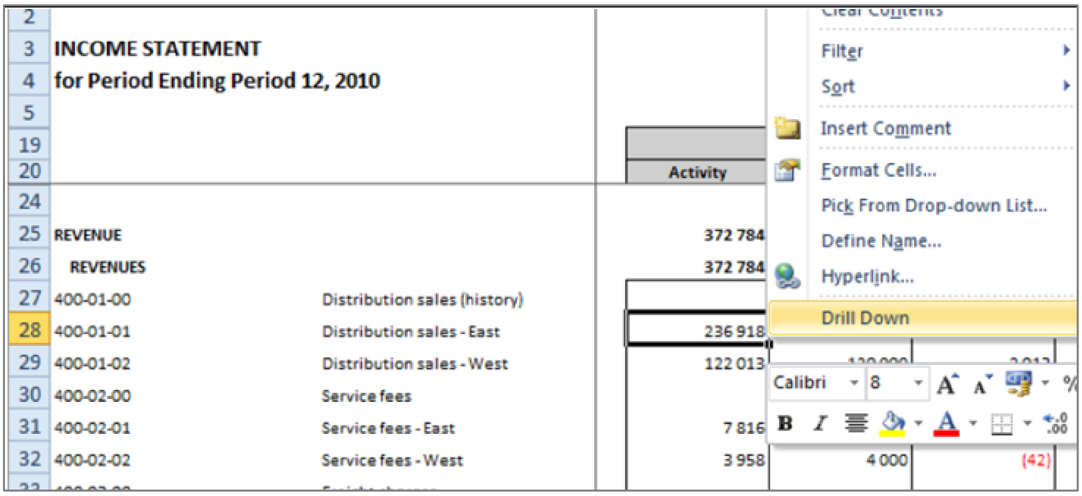
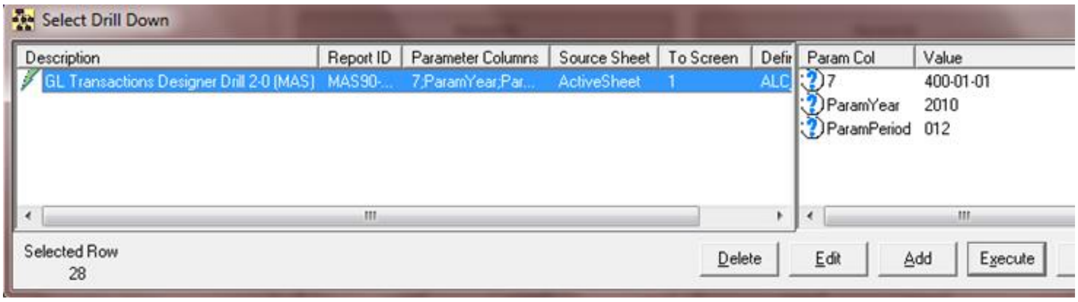




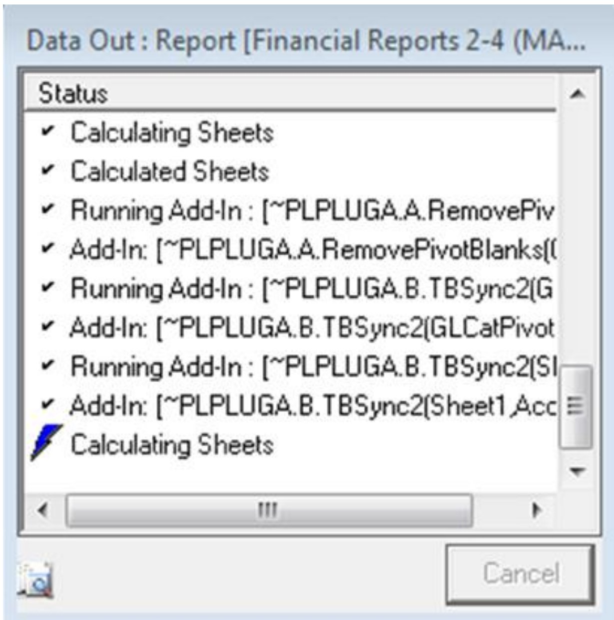




2.8 Financial Reports: Easier 'Right Click' Drill Down

Description	The current method for drilling down into transactional detail on Financial Reports is to select an account value, navigate to the 'Add-ins' section within Microsoft Excel, select 'Report Tools' and then 'Drill Down'. In Sage 7.4 Intelligence this has been simplified and all that is required now is to right click on the value you would like to drill down on and then select 'Drill Down'. As before this will display the 'Select Drill Down' dialog screen which allows you to execute one of the available Drill Down reports. This Drill Down context menu option will only appear if a Sage Intelligence Report has been loaded into Microsoft Excel.
Location	Financial Reports > Right Click Context Menu Financial Reports Designer > Right Click Context Menu
Sample Screenshots	 

2.9 Financial Reports Performance Improvement

Description	Performance related enhancements provided in this release The ‘Financial Reports’ report within Sage 500 Intelligence uses an add-in called ‘TBSync’ to manage the process of inserting financial data into Microsoft Excel. This ‘TBSync’ add-in has been significantly improved within Sage 500 Intelligence to ensure that financial data is inserted into Microsoft Excel faster than ever. Trial Balance Sync (TBSync2) Add-in enhanced which improves excel formula rendering on any version of the reports below. Please note that the hotfix is for Financial Reports only and does not include Financial Reports Designer. Financial Reports Consol. Financial Reports.
Location	Run ‘Financial Reports’ report.
Sample Screenshots	

2.10 Core: Support for Citrix and Terminal Services Load Balanced Environments

Official support for Citrix and Terminal Services load balanced hosted environments has now been added in the form of additional configuration settings which can configure Alchemex to run in a behaviour required specifically when using Alchemex within a secured load balanced hosted environment.

NOTE this support only applies to integrated versions of Alchemex which have been configured to have their licensing handled using the Integrated License Manager depicted below.

2.10.1 Location:

Config.ini settings file.

2.10.2 Core: New Switches Now Supported within Config.ini File

The following configuration switches are now supported within Alchemex's Config.ini settings file:

- DisableAddConnections
- DisableViewConnectionProps
- MaxCubeDimensions
- HideReportRepositoryPath
- HideTemplateStorageLocation

2.10.3 Core: Support for Simplified Chinese Windows 7 OS

Alchemex now functions correctly (in English) on Windows 7 with a Simplified Chinese Language Pack installed and Simplified Chinese MS Excel.

3.0 New report distribution

Improve workflow and speed up business processes by automating report delivery and distribution. Report distribution is a powerful feature which saves time and effort by allowing you to send reports to a file, ftp site or email in a number of standard formats.

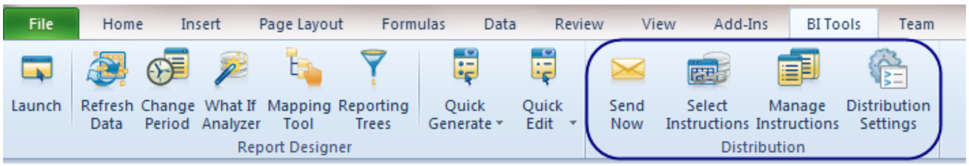
Simply set up which reports you would like to distribute, whether you would like them in Microsoft Excel, MHMTL or PDF and who it should be sent to. You can even create custom criteria for sending out reports.

Features include the ability to customize each email format, use your existing outlook profile and address book, or specify a SMTP or Exchange server. The same report can be set up to be distributed to different destinations.

Distribution is ideal for sending reports out to line managers or providing corporate management with tailored reports.

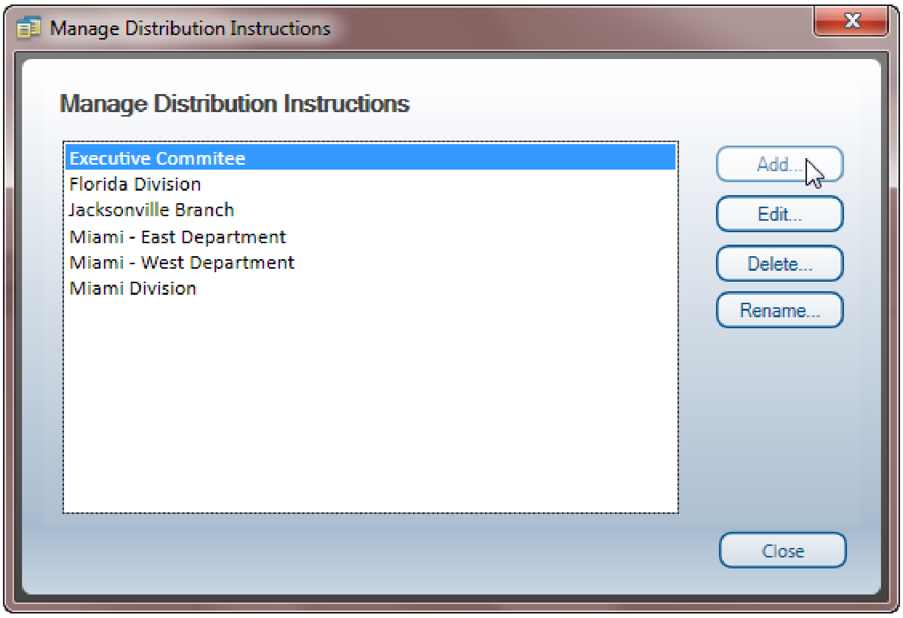
Process flow:

3.1 BI Tools Tab Extension

Description	The BI Tools tab now contains additional functionality to cater for the new powerful report distribution engine within Sage 500 7.4 Intelligence.
Location	Any Sage 500 7.4 Intelligence Report > BI Tools Tab
Sample Screenshots	

3.2 Distribution Instructions

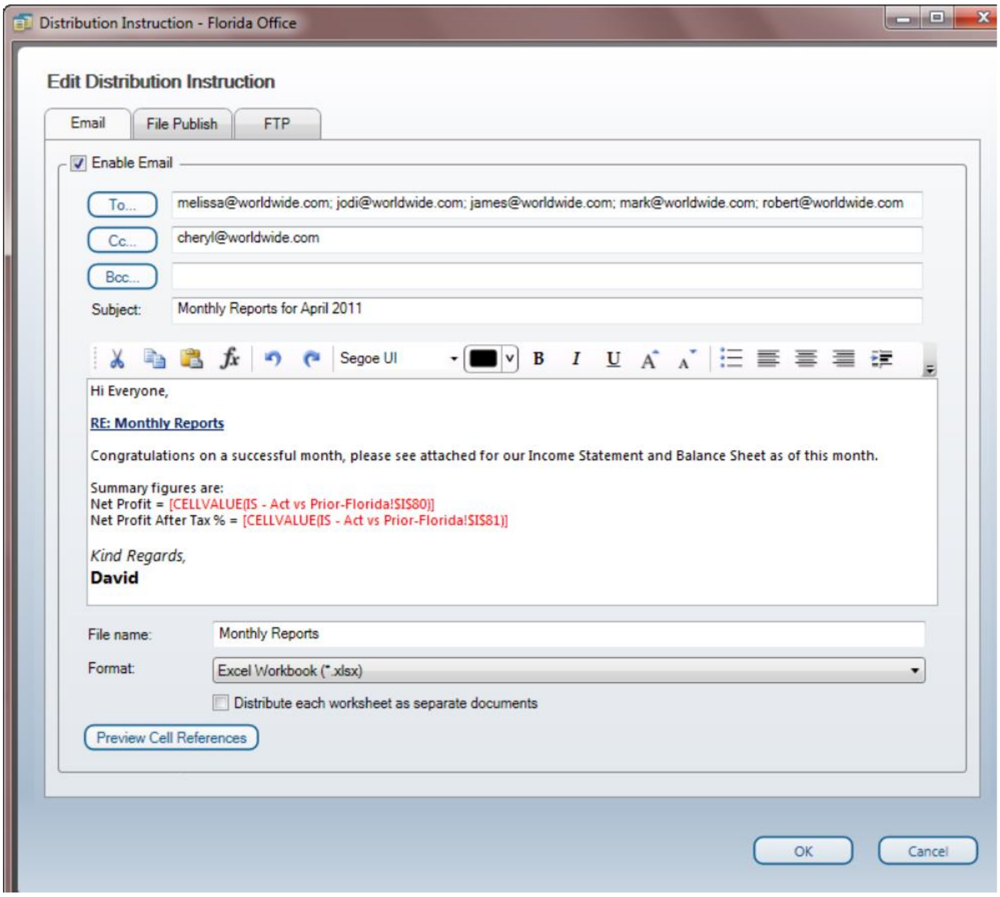
<table>
<tr>
<td>Description</td>
<td>Distribution Instructions save time by sending reports, along with pertinent information, automatically to the right person/people using the chosen electronic method. Use the Manage Distribution Instructions to set up different instructions for each report that requires a unique distribution method, i.e. distributed to different people or via different methods e.g. Email, FTP or File Publishing.</td>
</tr>
<tr>
<td>Location</td>
<td>Any Sage 500 7.4 Intelligence Report > BI Tools Tab > Manage Instructions > Add…</td>
</tr>
<tr>
<td>Sample Screenshots</td>
<td>

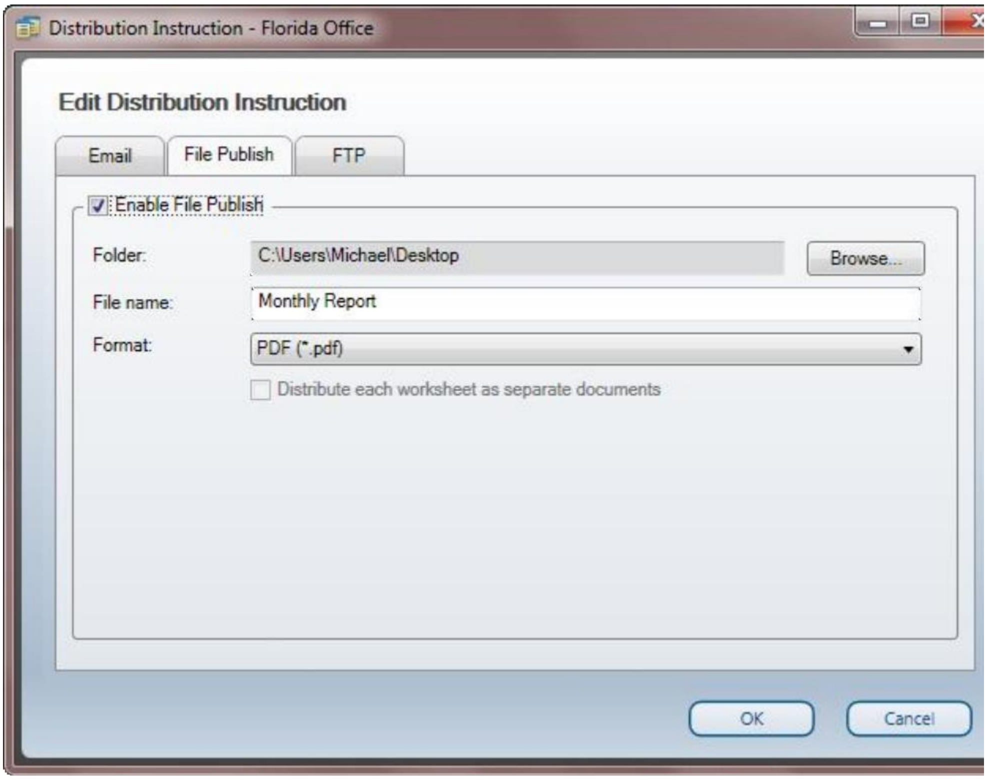
</td>
</tr>
</table>

3.3 Email

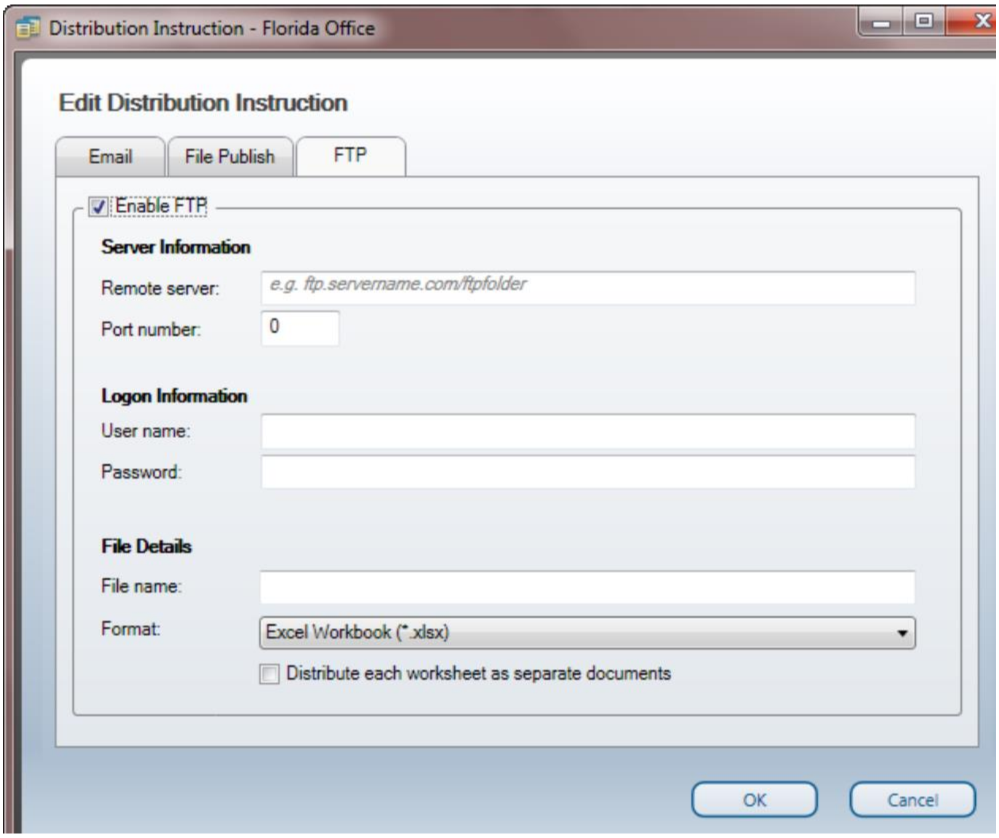
<table>
<tr><td>Description</td><td>Distributing your reports via rich text emails is now possible with the email functionality found within a Distribution Instruction. Choose a format to attach your reports as from a selection including PDF, HTML and XLSX.

Look out for the powerful Cell References which allow you to place a reference to your report within your email allowing you to pull pertinent report data directly into your email.</td></tr>
<tr><td>Location</td><td>Any Sage 500 7.4 Intelligence Report > BI Tools Tab > Manage Instructions > Distribution Instruction > Email tab</td></tr>
<tr><td>Sample Screenshots</td><td>
</td></tr>
</table>

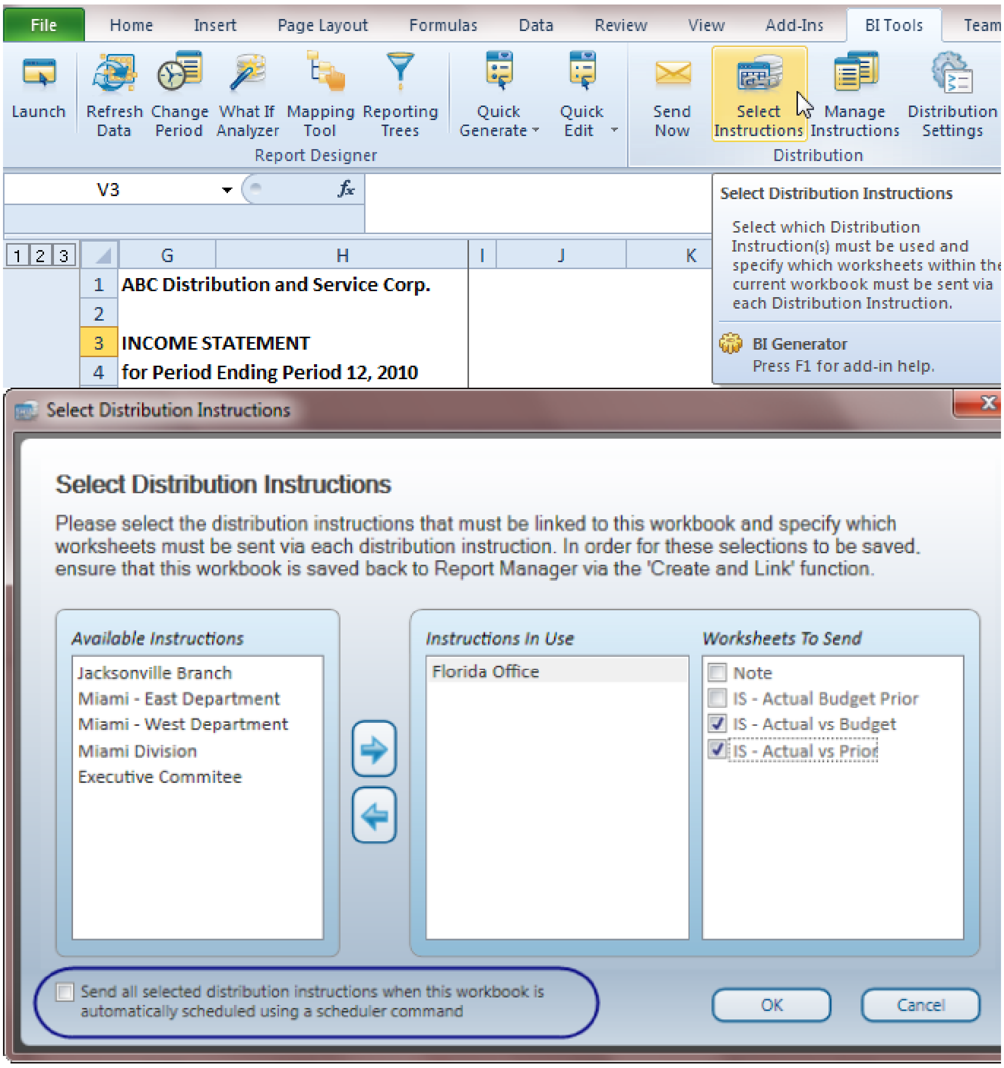
3.4 File Publish

Description	Easily distribute your reports to locations within your business's network using the File Publish feature within a Distribution Instruction. Choose the format you would like to publish your reports as including PDF, HTML and XLSX.
Location	Any Sage 500 7.4 Intelligence Report > BI Tools Tab > Manage Instructions > Distribution Instruction > File Publish tab
Sample Screenshots	

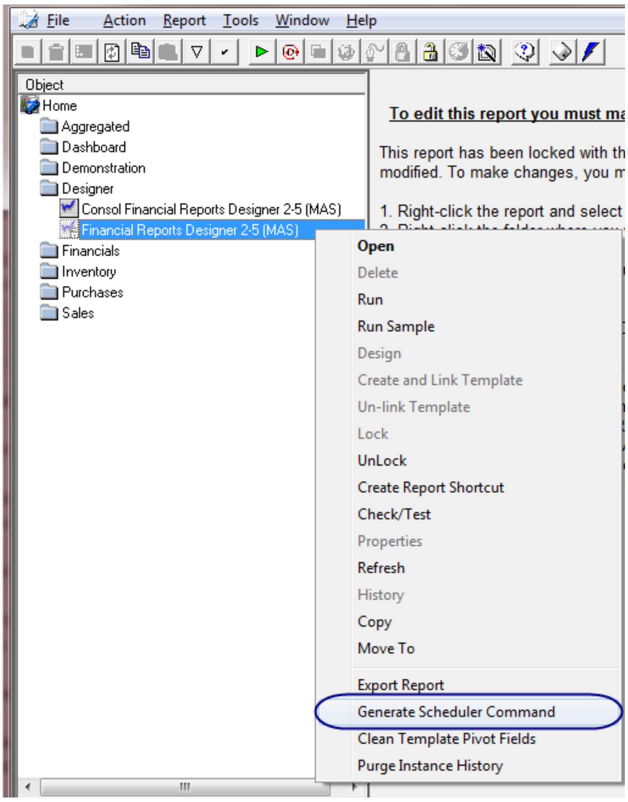
3.5 File Transfer Protocol (FTP)

Description	Distributing your reports to a FTP location is not a problem with the FTP distribution feature found inside a Distribution Instruction. Choose the format you would like to distribute your reports as including PDF, HTML and XLSX.
Location	Any Sage 500 7.4 Intelligence Report > BI Tools Tab > Manage Instructions > Distribution Instruction > FTP tab
Sample Screenshots	

3.6 Automated Report Distribution

<table>
<tr><td>Description</td><td>Sage 500 7.4 Intelligence gives you the ability to set up convenient fully unattended report distribution. Once the required Distribution Instructions are setup and linked to worksheets within a report, users can flag the linked distribution instructions to be automatically sent whenever the current report is run by a Scheduler Command within the Report Manager.</td></tr>
<tr><td>Location</td><td>Any Sage 500 7.4 Intelligence Report > BI Tools Tab > Select Instructions</td></tr>
<tr><td>Sample Screenshots</td><td>
</td></tr>
</table>

Sample Screenshots continued



4.0 Software availability

This software can be downloaded from the following locations:

- https://partners.sagenorthamerica.com
- https://customers.sagenorthamerica.com