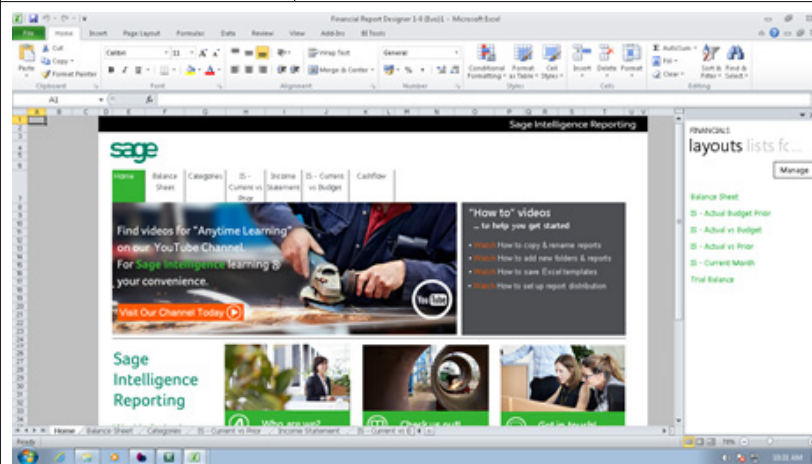# Sage Pastel Version 14 Intelligence Reporting
Standard Reports

Get a number of ready-to-use reports that give you immediate insight into and across your business. Delivered in the familiar environment of Microsoft® Excel®, the reports are fully customizable, and flexible with drill-down capabilities. You can access them at any time or have them delivered, real-time, from your Sage Pastel Version 14 Intelligence Reporting software to Microsoft® Excel®, in the format of your choice. It's as simple as that!

Report Name	Description	Business Benefits
Financial Reports (all)	This Financial Report template, available out of the box, offers a number of different report layouts (see screenshot below for descriptions of the four different layouts) to generate comparative balance sheets and/or income statements for any specified financial year, period, quarter, and budget. The layouts are automatically generated, grouped, and subtotaled by account group. It is possible to drill down to the GL Transaction details for any of these accounts. The report layouts within this report are neatly presented and readily customizable in Microsoft Excel, allowing users the ability to insert their own rows and columns, add their own formulas, customize account groupings and format their layouts exactly as they wish to see them. These customizations can be preserved in that format for future use. Additional income statement and balance sheet reports below are available to provide slightly different views of the data according to users' specific needs.	**Timesaving** Saves bookkeepers and accountants hours of manual manipulation each month by automating month-end financial reporting processes. Allows for: • Real-time analysis of expenses and major streams of operating revenues of the company • An up-to-date, automated snapshot of a company's assets, liabilities and shareholders' equity in a presentable format, at any time, without the need for time-consuming manipulation of data in Excel. **Accurate** Real-time data drawn directly from source eliminates human error and provides information in the familiar face of Excel which is trusted, secure and up-to-date.
Financial Report Designer	The Report Designer report enables users to create financial layouts based on their Sage Evolution data using net changes and balance (YTD) per General Ledger Account number per financial period for the financial years selected as parameters when running the report. The revamped report designer includes a Task Pane and enhanced Layout Generator, both utilizing a powerful in-memory engine, empowering users to take control of all design aspects of their reporting layouts. Income Statement and Balance Sheet layouts may be automatically generated once the user defined rows have been configured	

Income Statement – Actual vs. Budget	Displays balances per General Ledger account number per financial period for the current financial year, displaying actual, budget and prior year, plus YTD.	**Immediate** Users can drill-down to GL transactions on-the-fly within Microsoft Excel to quickly access details and understand immediately what makes up the numbers. Enables faster, fact-based decision making based on the business essentials of cash flow, profitability and growth.
Income Statement – Actual vs. Prior	Displays balances per General Ledger account number per financial period for the current financial year, including actual and prior financial year displayed monthly and the YTD comparison.	
		Easy to use Allows accountants to prepare financial statements for government compliance or bank loans easily.
Income Statement – Current Period vs. YTD	Displays balances per General Ledger account number for the current period vs. YTD vs. Prior Year.	The financial information required is now in one place and the templates can be easily personalized in the familiar environment of Excel to present the reports in a professional manner.
Balance Sheet – Actual & Prior YTD	Displays balances per General Ledger account number per financial period for the current financial year and previous financial year.	**Flexible**

Provides flexibility to business owners and/or managers by offering different views of the data, depending on how they wish to have it presented or what they need to analyze. Comparative balance sheets and/or income statements can be generated for any specified financial year, period, quarter, and budget.

Allows for easy side-by-side comparison of actual income, expenses and GL balances to the budgeted numbers or prior financial year's figures, by month, quarter or YTD, in detailed or summarized views.

Customizable

Can be fully customized to suit any unique requirements of a particular organization.

Management Accounts

Software Sales

1	Actual / Budget / Variance / Blank 1-12 & YTD	Income Statement
2	Actual / Prior / Blank 1-12 & YTD	Income Statement	Balance Sheet
3	Actual / Budget / Prior / Blank 1-12 & YTD	Income Statement
4	Actual 1-12 & YTD	Income Statement	Balance Sheet
5	Actual 1-12 / Blank / Budget 1-12 & YTD	Income Statement
6	Actual 1-12 / Blank / Prior 1-12 & YTD	Income Statement	Balance Sheet
7	Actual 1-12 / Blank / Budget 1-12 / Blank / Prior 1-12 & YTD	Income Statement
8	Actual / Budget / Variance / Blank - Current Month & YTD	Income Statement
9	Actual / Budget / Prior / Blank - Current Month & YTD	Income Statement
10	Prior YTD / Blank / Actual Current month / Blank / Actual YTD		Balance Sheet
11	Actual Current month / Blank / Actual YTD	Income Statement	Balance Sheet

Sales Analysis	Displays pertinent sales information including average selling unit, freight amount, sales tax, total costs, total sales and gross profits by customer and line description. Displays Gross Profit $ Amount and Gross Margin % grouped by Customer and Line Description with an option to select a month and year at runtime. As with other reports, additional elements can be added to the PivotTable for further manipulation and analysis.	**Comprehensive** All your sales reporting requirements provided within one report. **Flexible** Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft Excel to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use. **Leverages the Power of Excel** Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing sales regions side-by-side or analyzing sales performance by sales representative. **Timesaving** Gives selling time back to the sales team by allowing them to access this report on-demand and get up-to-date information immediately instead of relying on IT or spending time collating and updating reports in Excel. Allows the sales team to analyze buying behaviors, identify up- and cross-selling opportunities and spend more time chasing prospects. **Customizable** Can be fully customized to suit any unique requirements of a particular organization, for example: By consolidating with CRM data.
Report Name	**Description**	**Business Benefits**

Purchase Analysis	Displays Quantity purchased, Purchase Amount grouped by Vendor per Product/Item ID for a selected date range. Lists relevant purchase cost information by supplier and item number for any given date range and can be filtered by Item ID, Line Description, Vendor ID, Vendor Name and Transaction Type.	**Comprehensive** All your purchasing reporting requirements provided within one report. Leverages the Power of Excel Allows for comparative analysis using drag-and-drop functionality in PivotTables, for example: Comparing items by vendor, or analyzing product lines side-by-side. Helps to identify suppliers with whom volume discounts or faster delivery times can potentially be negotiated. **Flexible** Users can view detailed or summarized analyses of data, and have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft Excel to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use. **Customizable** Can be fully customized to suit any unique requirements of a particular organization, for example, by: • Adding additional elements to the PivotTable for further manipulation and analysis. • Easily creating top views, for example, Top 5 Vendors or graphical views of your data using standard Excel graphs or PivotCharts.
Report Name	**Description**	**Business Benefits**

Purchase Master

For the period from 01 May 2014 to 31 May 2014

| Product Category | (All) |
| Store Name | (All) |

Supplier	Product Name	Quantity	Avg Unit Cost	Amount
⊟ HAR001 – Hard Driving Computers		-12,00	366,33	-4 396,00
	2 Part Pre-printed Invoices	-3,00	52,00	-156,00
	50 Speed CD-ROM Drive	-8,00	250,00	-2 000,00
	Accounting Software	-1,00	2 240,00	-2 240,00
⊟ (blank)				
	(blank)			
Grand Total		**-12,00**	**366,33**	**-4 396,00**

| Dashboard Analysis	The Dashboard Analysis report template displays summarized Financials and Customer Sales, Product Sales for the current month and YTD. Showing Top Customers and Items and Bottom Items. It contains both text and graphics to help with daily and long-term planning. In addition, comparative Profit and Loss figures are displayed for both the current month and year-to-date figures. This report allows you to easily drill-down to get further insights into the summarized data.	**Immediate** Provides a real-time overview of the overall health of the business at a glance. Users can drill-down to GL transactions on-the-fly within Microsoft Excel to quickly access details and understand immediately what makes up the numbers. **Consolidation of data** Delivers critical information in one place to help business owners make better, faster, and smarter decisions for a significant competitive advantage. **Timesaving** Can be generated at the click of a button – no copying, cutting and pasting of data from different sources. **Ready for Distribution** It can be scheduled, published to the web, and shared via e-mail to relevant people in the organization – putting critical information at their fingertips thereby improving collaboration and productivity. **Customizable** • It can be customized to suit the unique requirements of a particular organization, providing access to real-time business information, even across multiple companies, divisions, and databases, to improve business decisions
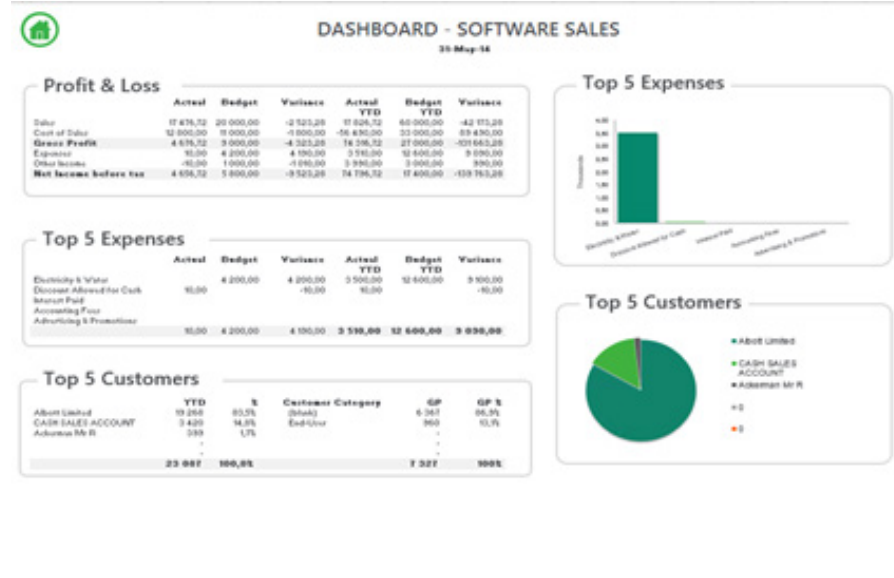
About Sage

We provide small and medium sized organisations with a range of easy-to-use, secure and efficient business management software and services - from accounting and payroll, to enterprise resource planning, customer relationship management and payments. Our customers receive continuous advice and support through our global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has over 6 million customers and more than 12,700 employees in 24 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia and Brazil. For further information please visit www.sage.com