



Sage Pastel Version 14 Intelligence Reporting Report Designer User Guide

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Example97
Account Description Formula99
Description99
Syntax99
Remarks99
Example99

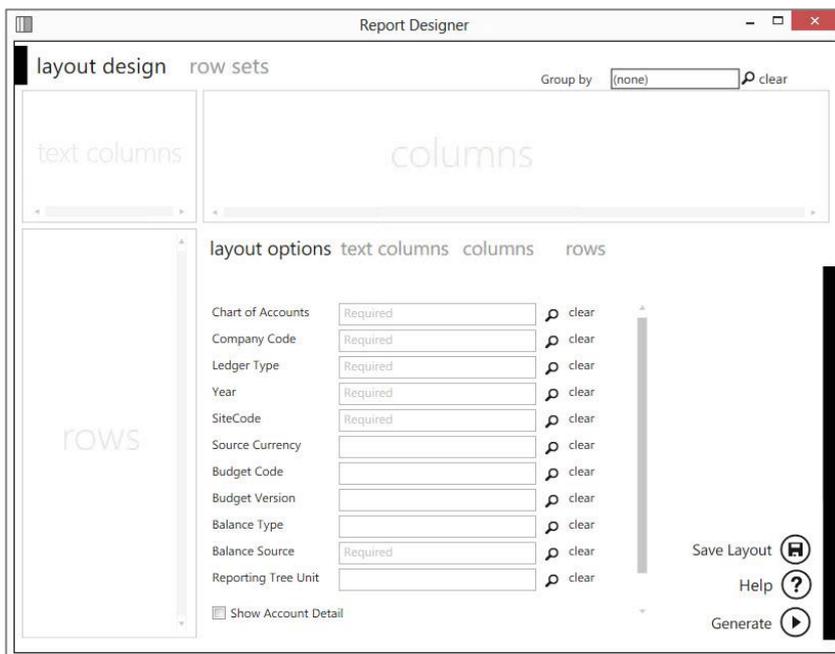
Report Designer Overview

About the Report Designer

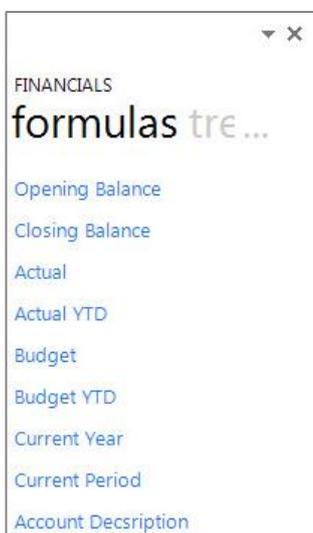
The Sage Intelligence Report Designer makes reporting simple, flexible and fast by giving you the ability to customize your financial report layouts instantly. It is recommended for finance professionals and executives who need to create financial reports on a regular basis. In the Report Designer, the 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 Sage Intelligence Layout Generator and the Sage Intelligence Task Pane.

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

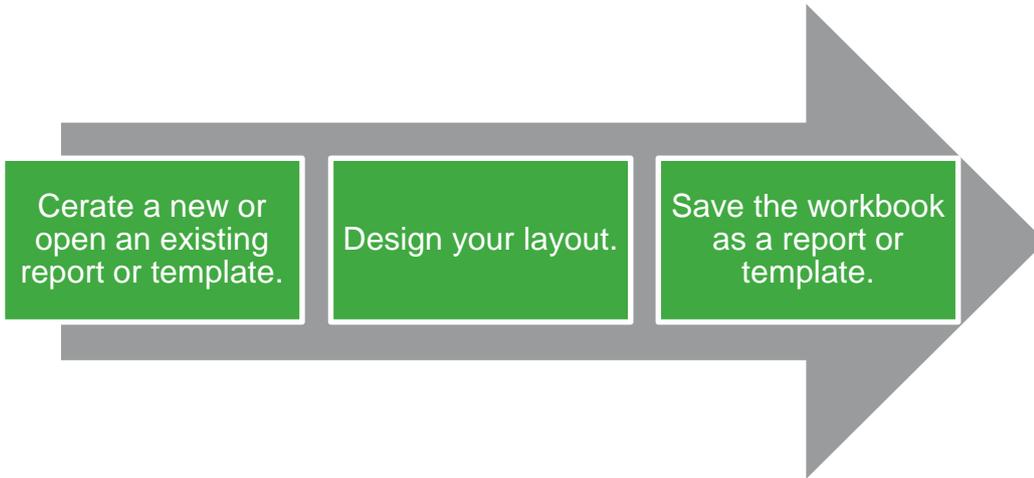


For those professionals who want to have complete control of their report layout and who are familiar with Excel, the Task Pane allows a completely customized layout to be designed using Excel's powerful functionality.



The Report Designer Process

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

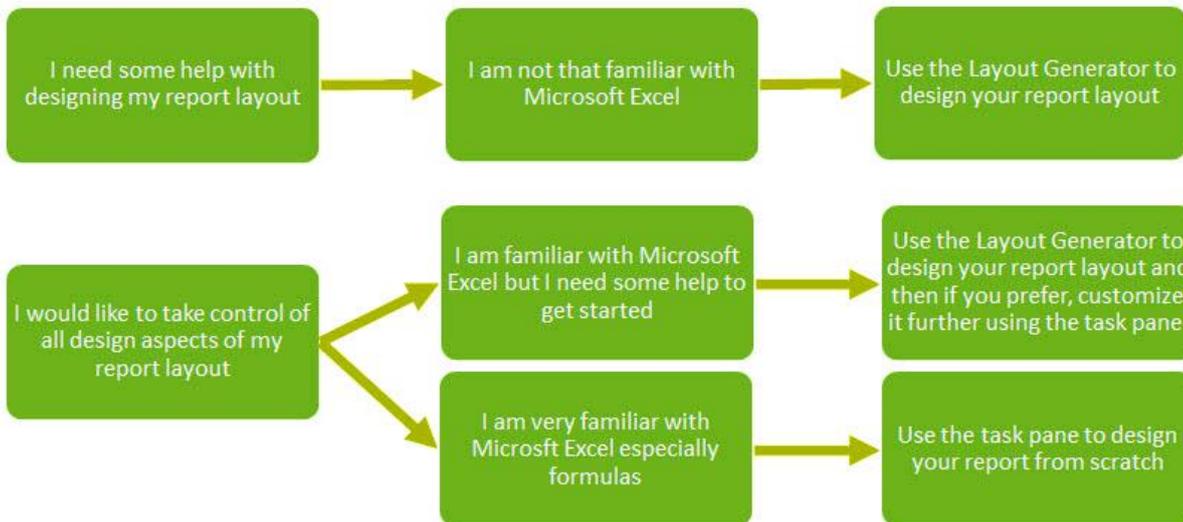


The Report Designer extracts information from your Sage Pastel General Ledger. It then uses your customized report columns and rows to produce professional reports that are customized to suit your organization's requirements.

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 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 Excel then the Layout Generator provides an intuitive drag-and-drop interface to design reports. If however, you do have an advanced knowledge of Excel and are familiar with Microsoft Excel formulas, then the Task Pane provides a complete solution to design your reports using powerful 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 **Designer** folder.
2. Run the relevant Report Designer report.
3. You will be prompted to select optional parameters, should you wish to filter the data that will be loaded into Microsoft Excel.

Tip: 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.

4. The 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 Ribbon

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

The options are as follows:

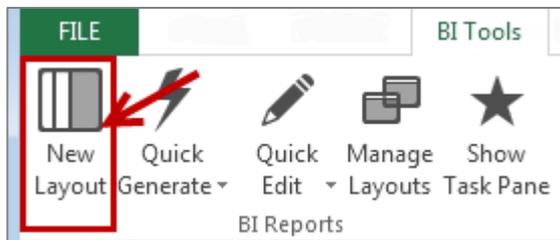
Icon	Group	Label	Description
 New Layout	BI Reports	New Layout	New Layout will open the Layout Generator to allow you to design a new report layout.
 Quick Generate ▾	BI Reports	Quick Generate	Quick Generate is a drop down menu of all the report layouts previously saved. Instead of selecting the Manage Layouts option and then generating your layouts, you can generate them from the Quick Generate menu.
 Quick Edit ▾	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.
 Manage Layouts	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.
 Show Task Pane	BI Reports	Show Task Pane	Show Task Pane will open the Report Designer Task Pane.

Designing Reports using the Layout Generator

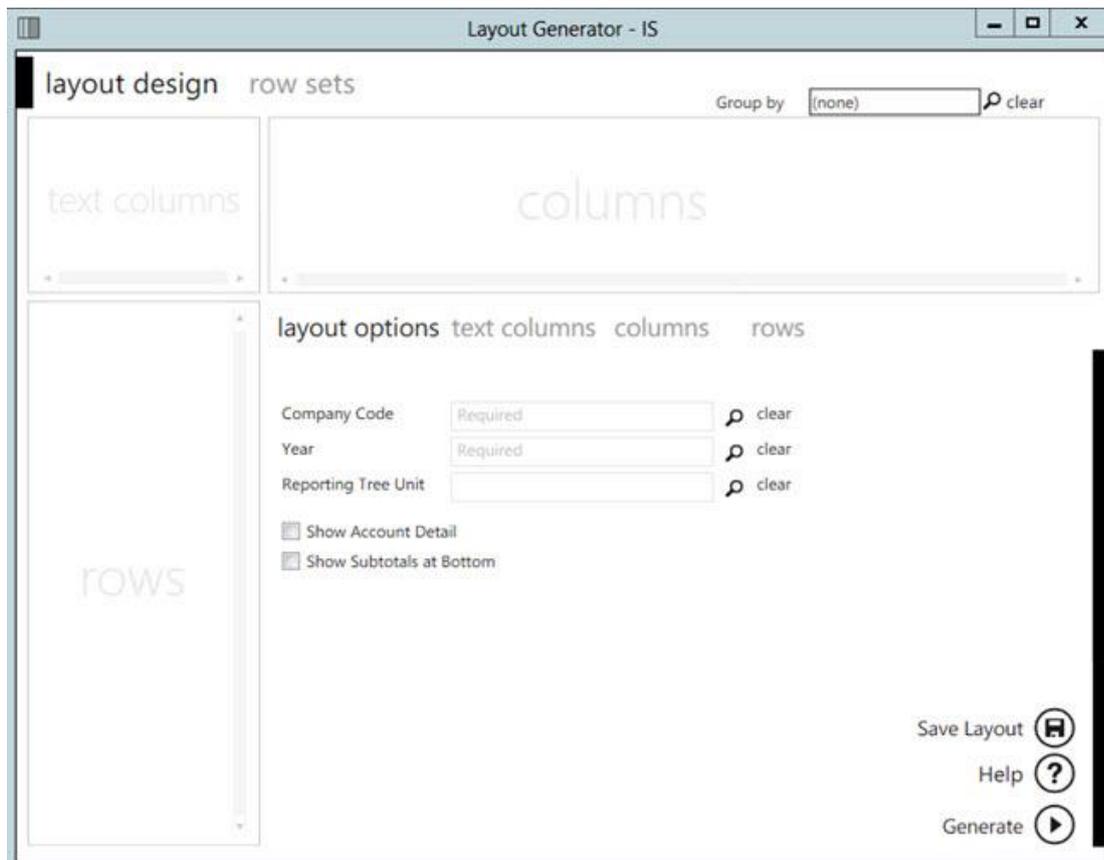
Accessing the Layout Generator

Accessing the Layout Generator to Design a New Layout

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

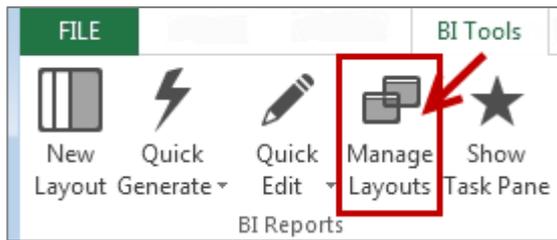


2. A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.
3. Click **OK**. The Layout Generator will appear.

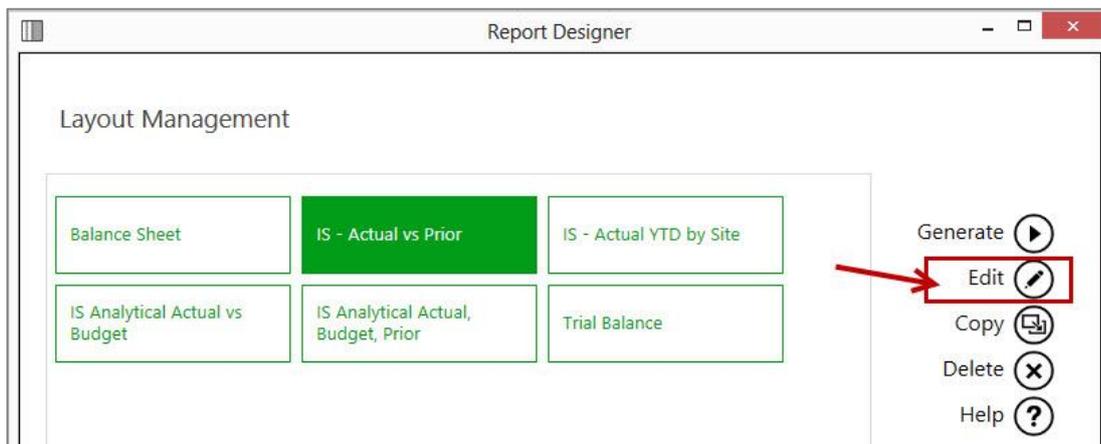


Accessing the Layout Generator to Edit an Existing Layout

1. On the **BI Tools** tab, select **Manage Layouts**.



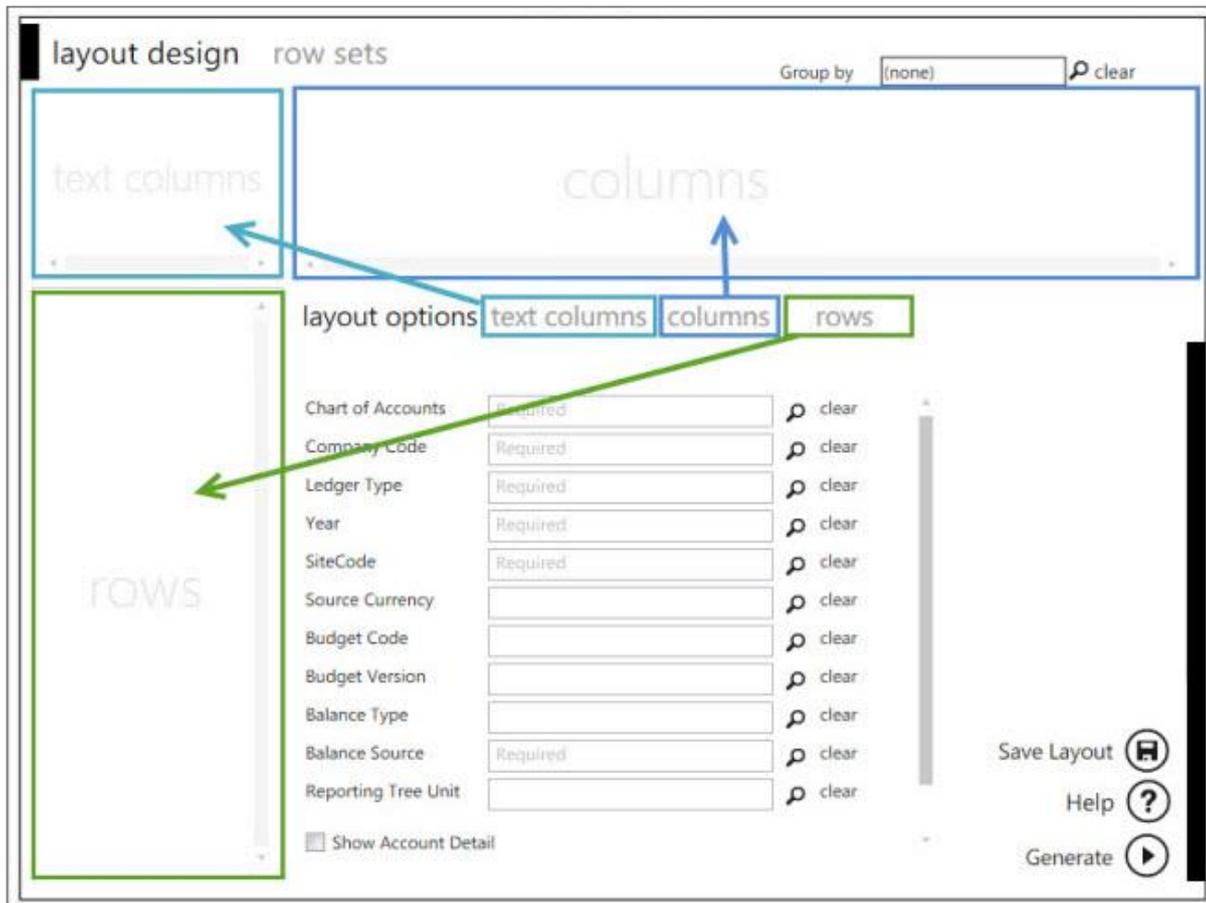
2. The **Layout Management** window will appear. Select the layout and click **Edit**.



3. The Layout Generator will appear with the applicable layout configuration you selected.
4. You may now edit your layout.

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.



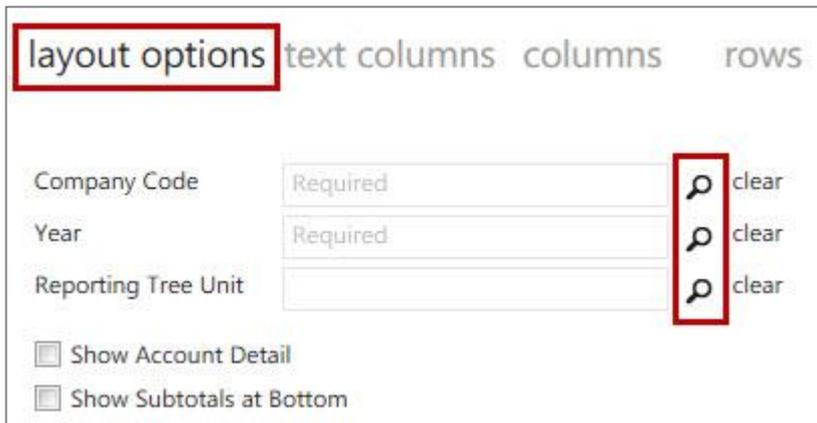
Tab Headings

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

layout options text columns columns rows

Lookup Values

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



layout options text columns columns rows

Company Code Required

Year Required

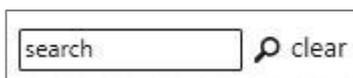
Reporting Tree Unit

Show Account Detail

Show Subtotals at Bottom

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.



search

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.

Designing a New Report Layout

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
- These indicate the descriptive text of your rows
- These indicate what you see across the top of the layout
- These are selections of commonly used rows
- These indicate the rows you see down the left side

Report Designer - IS - Actual vs Prior

layout design row sets Group by: (none) clear

Account Row Descrip... columns

PriorActual 10 Spacer Actual 11 PriorActual 11 Spacer Actual 12 PriorActual 12 Spacer ActualYTD 12 PriorActual 12... Spacer Actual 13 PriorActual 13 Spacer ActualYTD 13 PriorActual 13... Spacer

layout options text columns columns rows

Revenue
Spacer
Cost of Sales
Spacer
Gross Profit
Spacer
Expenses
Spacer
Other Expenses
Spacer
Net Profit/(Loss)
Spacer

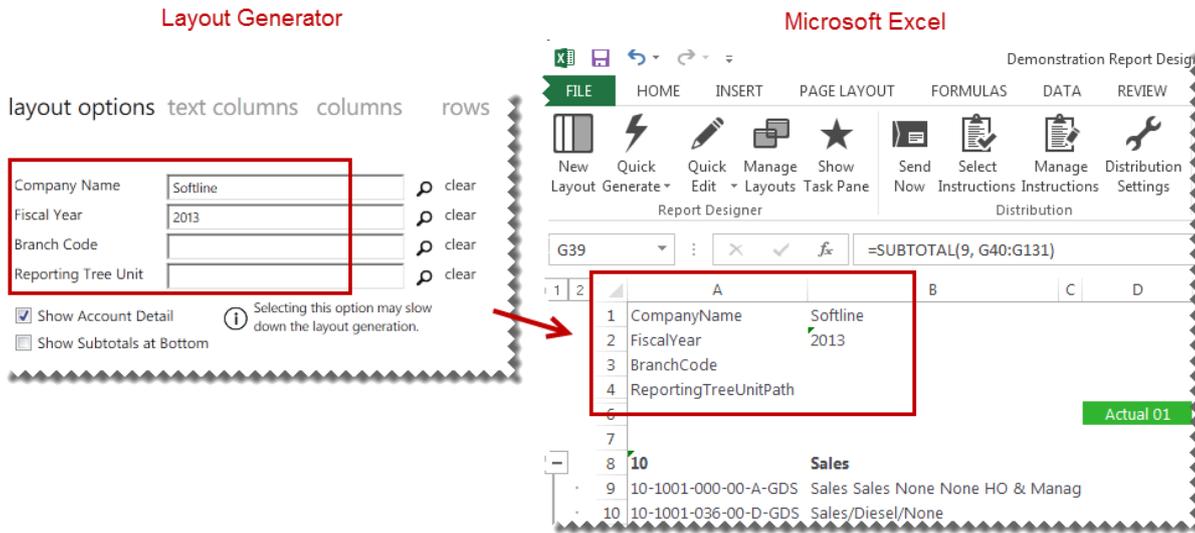
Chart of Accounts: BRI clear
 Company Code: 180 clear
 Ledger Type: Legal clear
 Year: 2010 clear
 SiteCode: Winnersh clear
 Source Currency: clear
 Budget Code: clear
 Budget Version: clear
 Balance Type: clear
 Balance Source: Ledger clear
 Reporting Tree Unit: clear

Show Account Detail *Selecting this option may slow down the layout generation.*
 Show Subtotals at Bottom

Save Layout Help Generate

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 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.

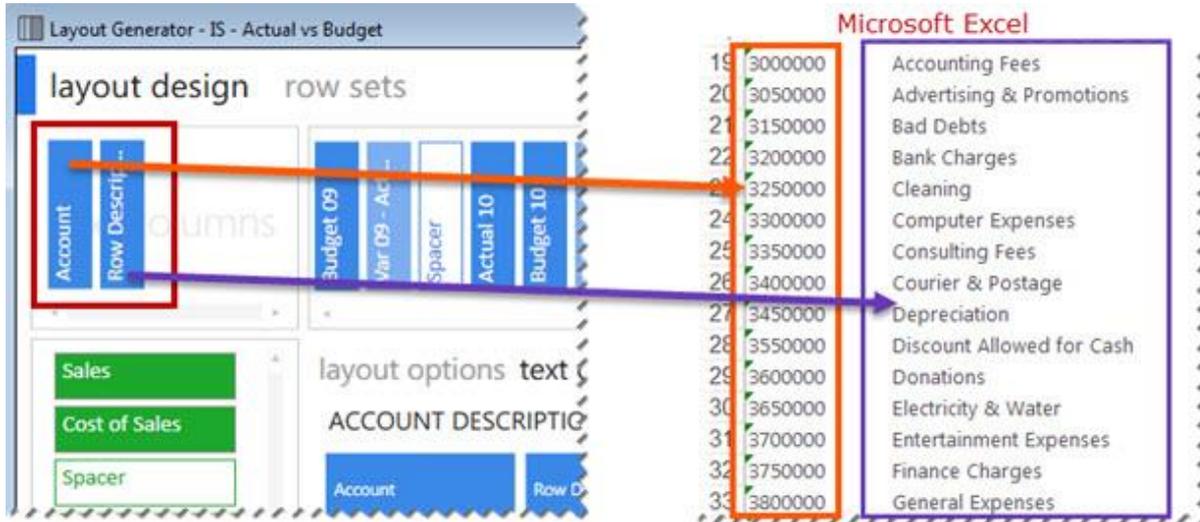
Note: The **Show Account Detail** option will be disabled if the number of GL accounts exceeds the allowable limit which prevents Excel performance issues, as a result of inserting too many accounts into a single Excel worksheet. If you would like this function to be enabled, consider further filtering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

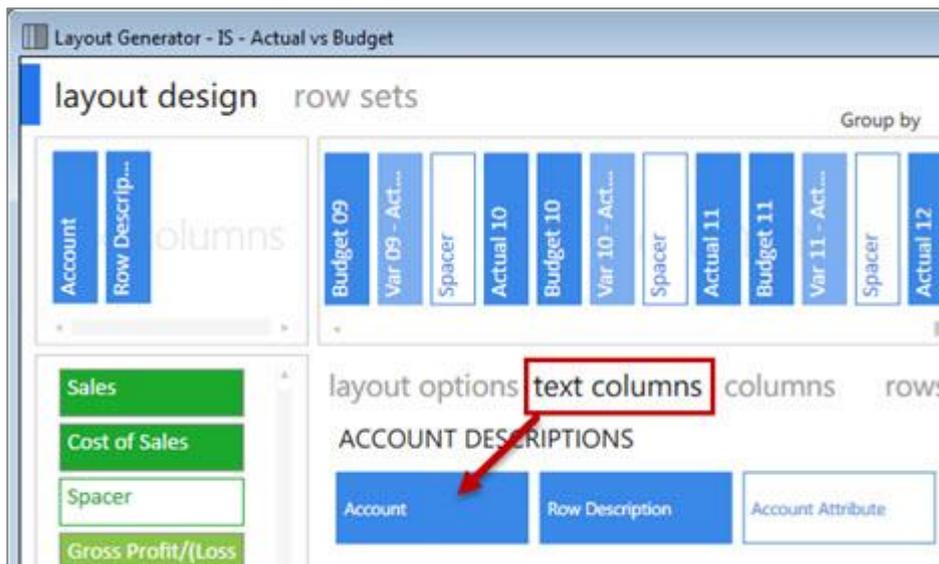
Adding Descriptive Text Columns for Rows

The **Text Columns** determine the descriptive text of the rows you want to view in your layout. The Account Number and Row 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**.

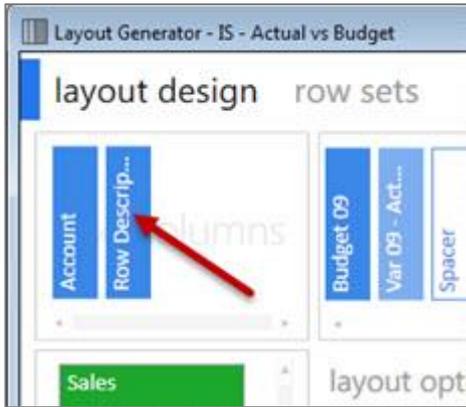


Note: Any new fields will be added to the right of the text column field selected, or the last field, in the Text Columns area of the layout designer. It will also appear in the same order in the Microsoft Excel report layout.

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

To remove a field from the Text Columns area:

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



To clear all of the fields from the Text Columns area:

1. Click **Clear All**.

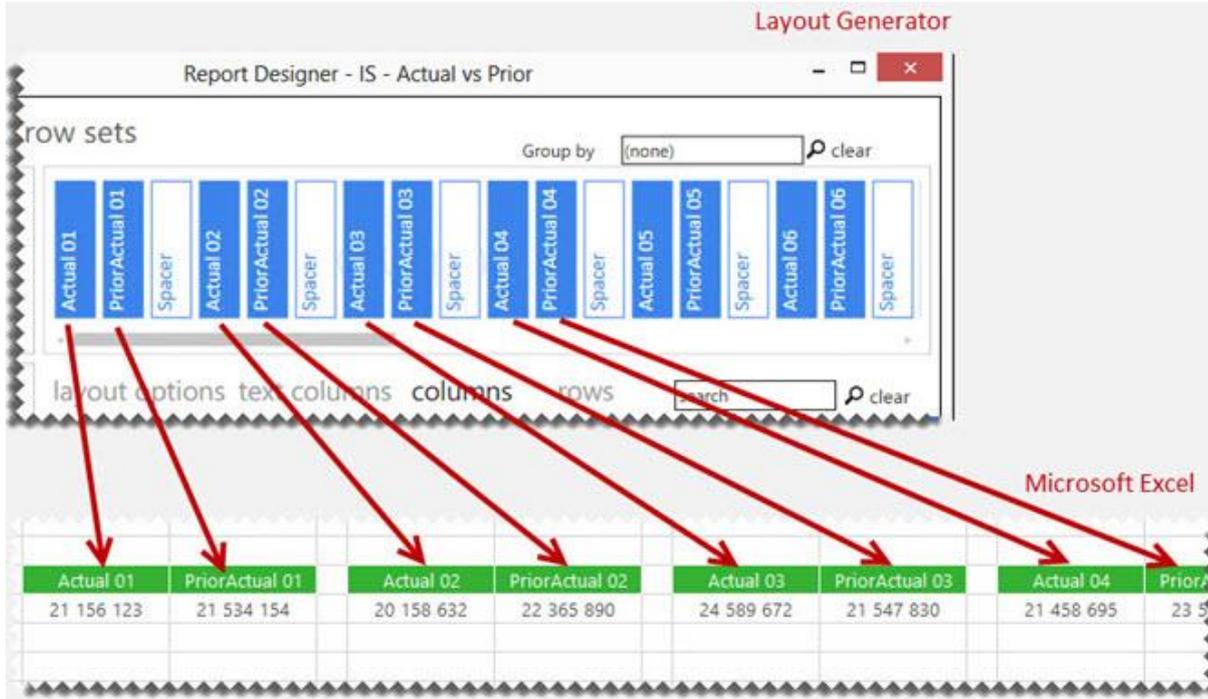


Columns

Formula Columns

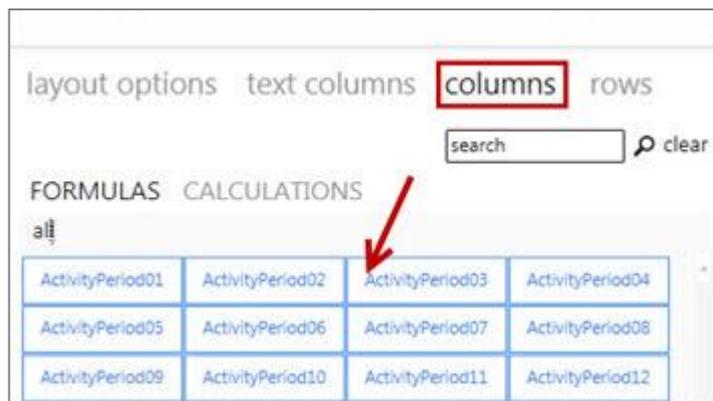
Adding and Removing Formula Columns

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

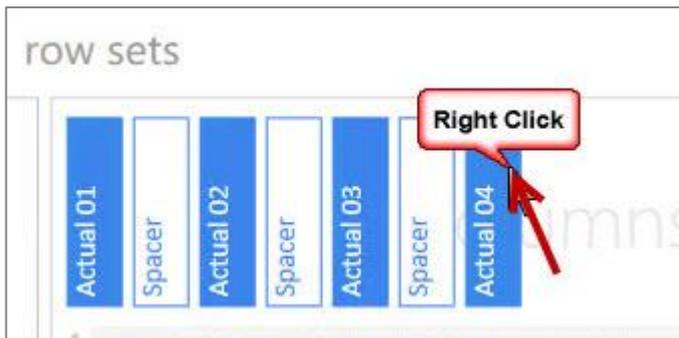
Click on the required formula columns listed in the Column tab.



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

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



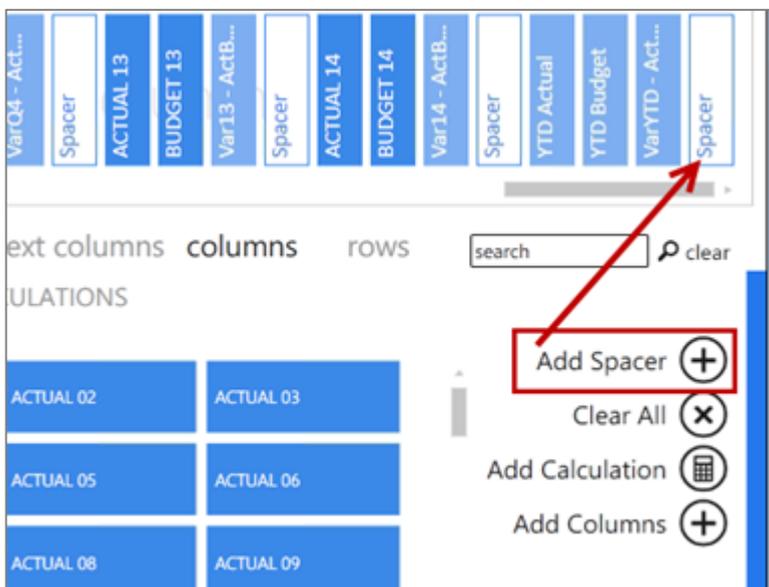
To remove all columns, select **Clear All**. This clears all of the fields from the Columns area.



Adding a spacer to the Columns area

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

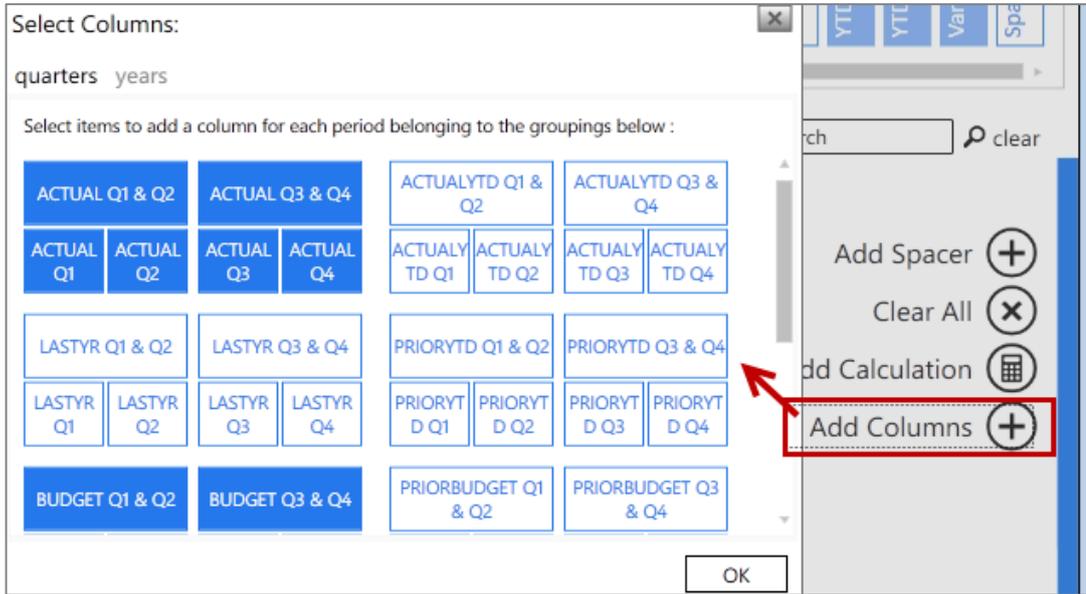
Click **Add Spacer**.



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.

Select **Add Columns**.



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

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 quickly see which columns fall under similar categories; for example by company, site or fiscal year.

Before adding a column group:

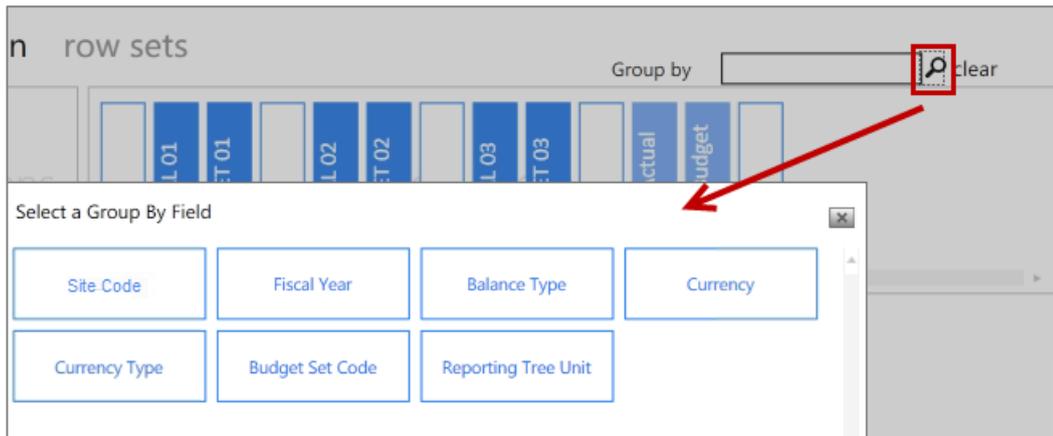
1	2	A	B	C	D	E	F
	1	Company	DemoCo				
	2	Year	2019,2020				
	3	BalanceType					
	4	Currency	CAD				
	5	CurrType	F				
	6	BudgetSetCode					
	7	ReportingTreeUnitPath					
	9			ACTUAL01	ACTUAL02	ACTUAL03	
	10						
+	11	4000 to 4160	Revenue		7 136 482	6 792 364	7 522 240
	40						
+	41	5000 to 5051 + 5500 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:

1	2	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

Adding a column grouping

Click the magnifying glass.



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

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.

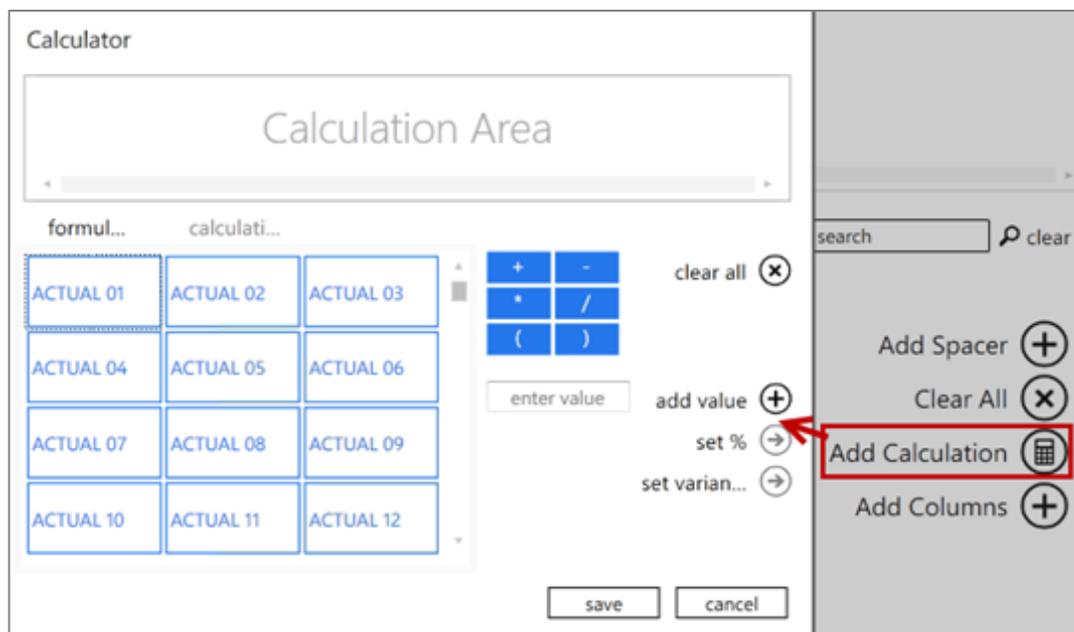
Calculation Columns

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:

Select the **Columns** tab.

Click **Add Calculation**.



The calculator will open.

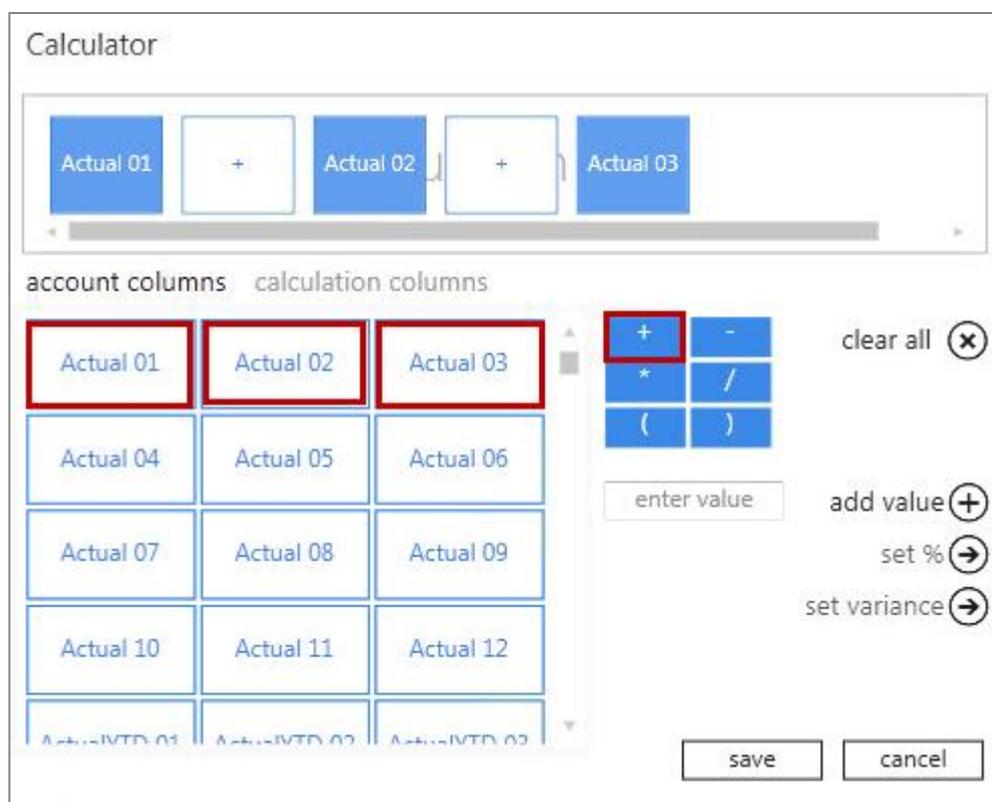
The following list explains the use of each button/feature.

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

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.

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.

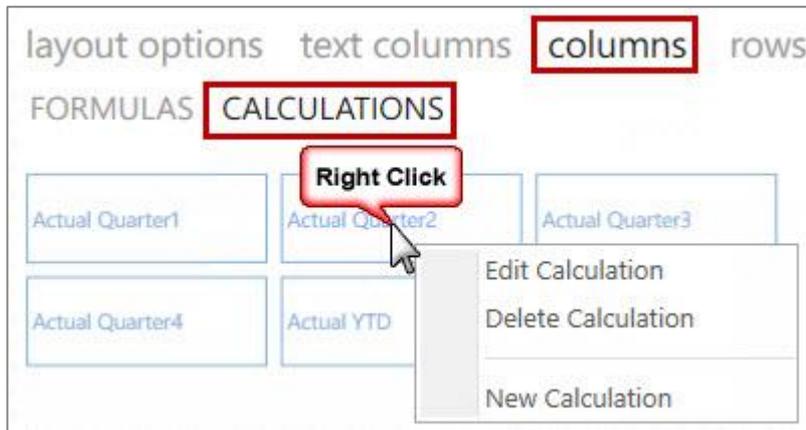
	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	-50

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 field's 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.

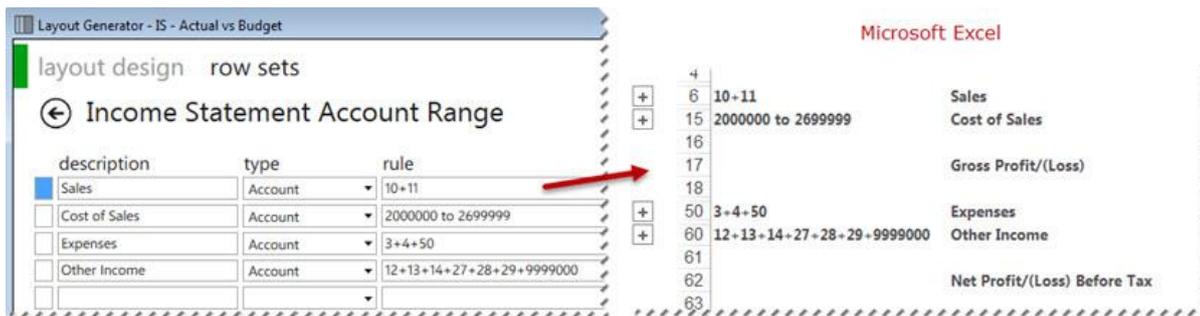
Rows

Managing Row Sets

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

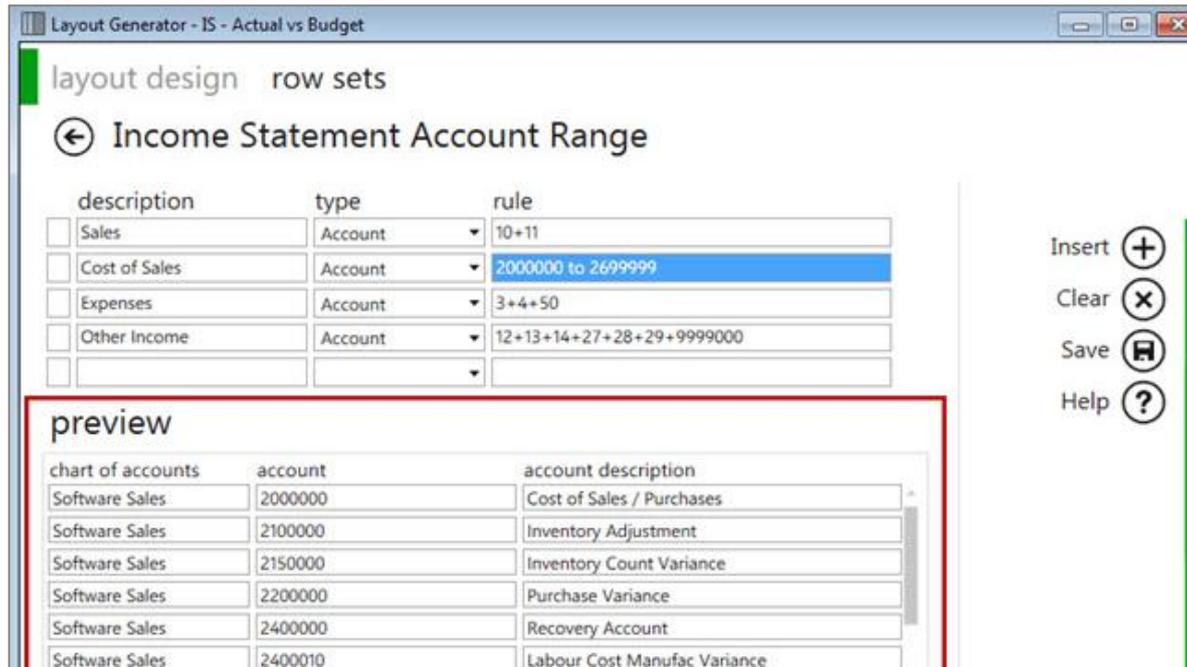
The purpose of using Row Sets

Row Sets allow a user to set up selections of rows that would commonly be used on several layouts of similar types, for example income statements. Row sets can include Accounts, Financial Category Codes or Report Writer Category Codes.



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.

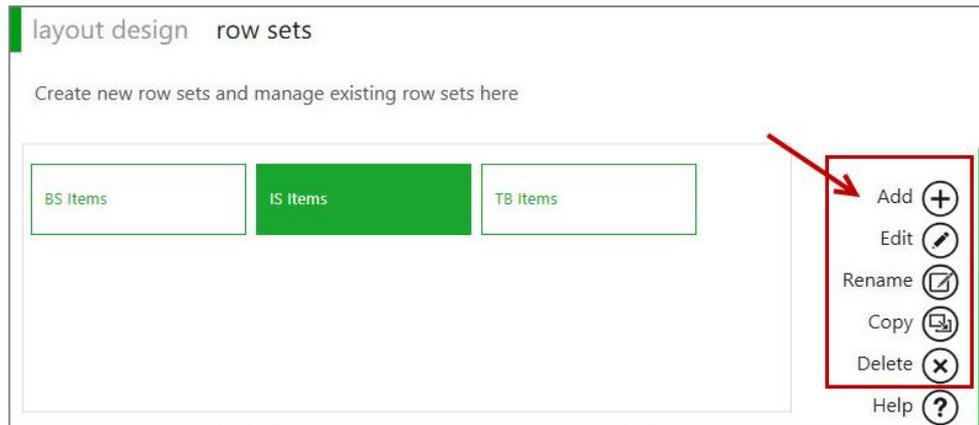


Note: The Preview is limited to 1000 records to optimize performance.

Accessing Row Sets:

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



Adding a New Row Set

1. Select **Add**.
2. Enter the required Row Set name.
3. Select **OK**.
4. Use the free form editor to create custom row groupings based on **Account** or **GL Category Code** rules using [wildcards](#) and [account ranges](#).
5. Click **Save**.

Editing an Existing Row Set

1. Select **Edit**.
2. Make the necessary changes.
3. Click **Save**.
4. A confirmation message will appear. Click **OK**.

Renaming an Existing Row Set

1. Select **Rename**.
2. Type in the new name for the row set.
3. Select **OK**.

Deleting a Row Set

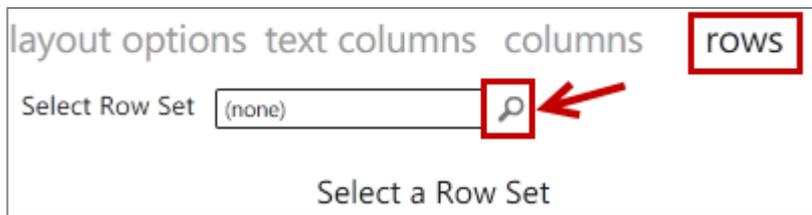
1. Select **Delete**.
2. A confirmation message will appear.
3. Select **Yes**.

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.

Selecting a Row Set

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

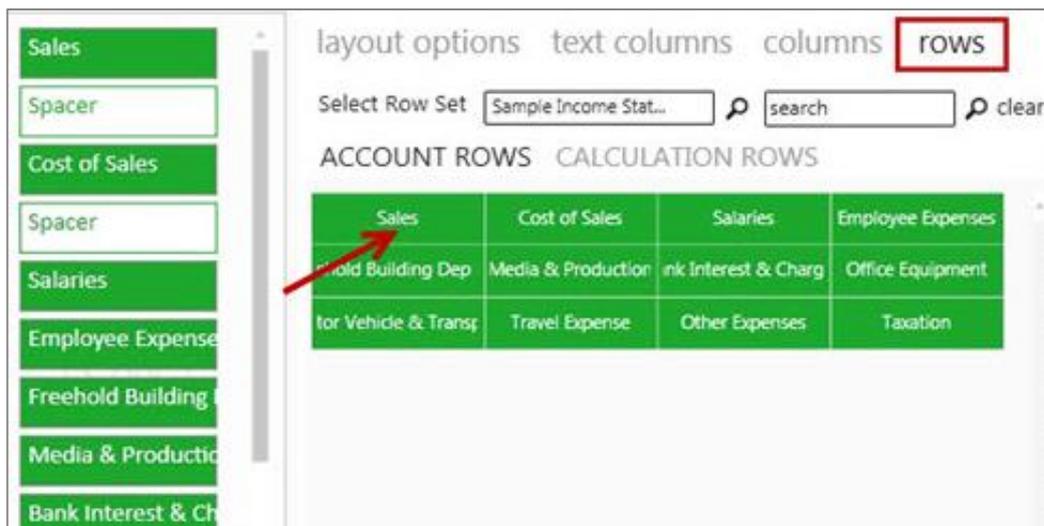


2. Select a row set.

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.

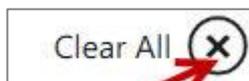
Removing a Single Row

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

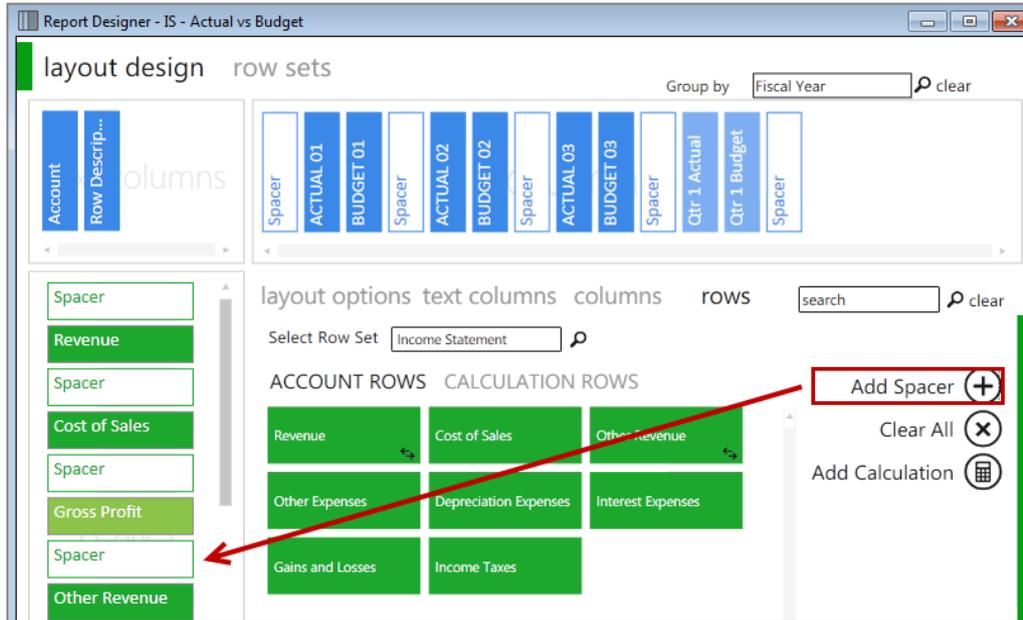
1. Click **Clear All**.



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**.

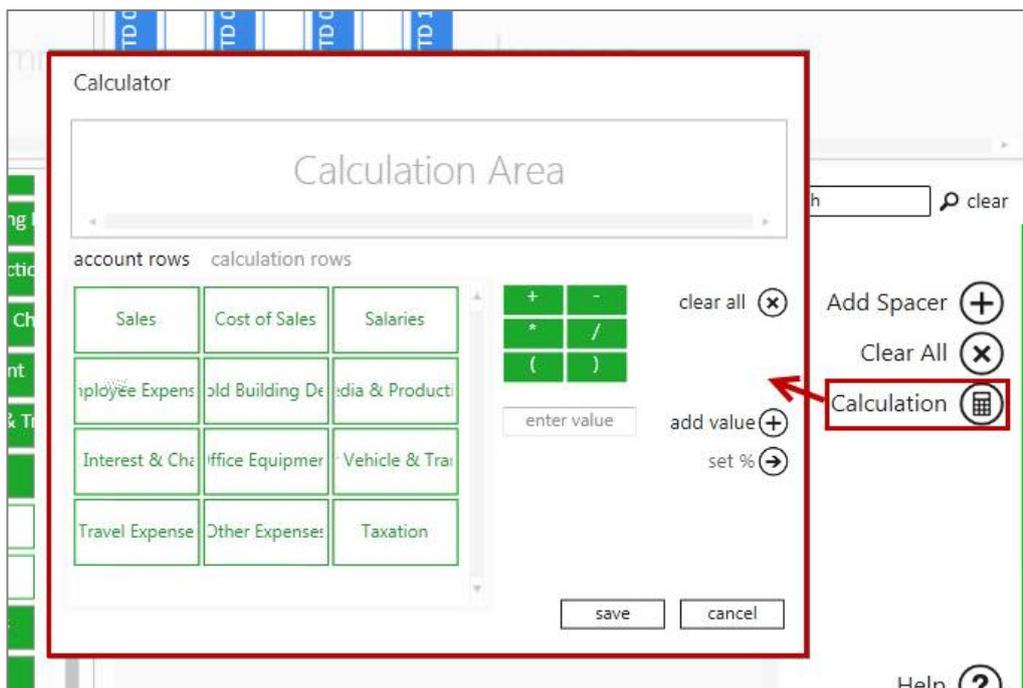


Calculation Rows

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 **Calculation**.



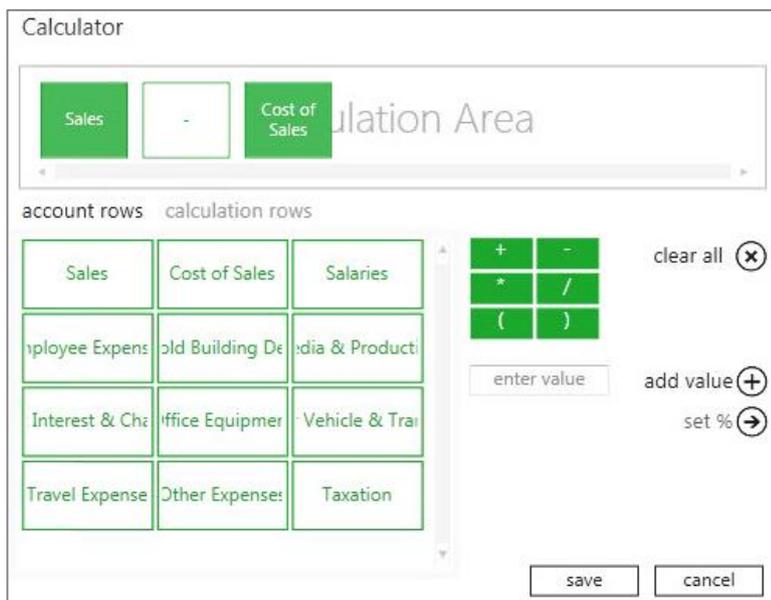
3. The calculator will open.

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 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 Report Designer report layouts, however calculated fields can be **added**, **edited** or **deleted**.

Accessing calculated fields

1. In the Rows Area, click **Calculation Rows**.
2. Right-click in the calculated field's 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.

Reversing a Negative Sign

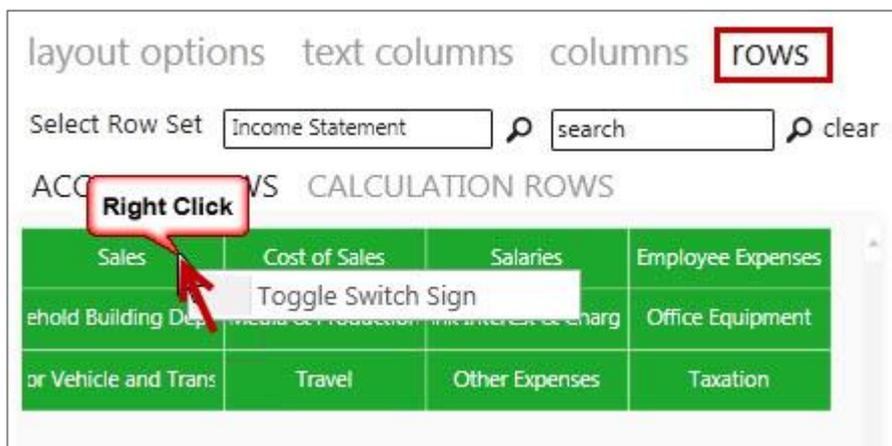
When you generate a pre-defined layout, you will notice that certain fields in the Row Set have their signs switched, in particular, sales accounts which are stored as negative values in the underlying data.

By default the field's sign status will be the same as that in the underlying data – for sales accounts this will be negative values. You have the option to switch the sign of any of these fields that you include in your Row Set.

This is important for accounts with credit values such as liability and 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)

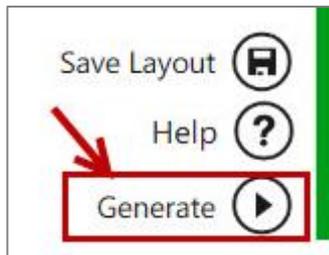
After switching the sign on **Revenue**:

	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

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 Excel.

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

		2020		2019	
		Current Month	Year To Date	Current Month	Year To Date
Demo Company Income Statement					
Current Period:	6				
Company:	DemoCo				
Currency:	CAD				
Currency Type:	F				
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 had 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 screenshot shows the Report Designer interface on the left and the resulting Microsoft Excel workbook on the right. The Report Designer interface includes a 'layout design' pane with 'row sets' and 'columns' sections, and a 'layout options' pane with various settings like 'Company Code', 'Fiscal Year', 'Balance Type', 'Currency', and 'Reporting Tree Unit'. The Microsoft Excel workbook displays a financial statement with columns for 2019 and 2020, and rows for Revenue, Cost of Sales, Gross Profit, Other Revenue, Total Income, and Other Expenses. Arrows indicate the mapping between the Report Designer settings and the Excel output.

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.

The screenshot shows the Report Designer interface on the left and the resulting Microsoft Excel workbook on the right. The Report Designer interface includes a 'layout design' pane with 'row sets' and 'columns' sections, and a 'layout options' pane with various settings like 'Company Code', 'Fiscal Year', 'Balance Type', 'Currency', and 'Reporting Tree Unit'. The Microsoft Excel workbook displays a financial statement with rows for Revenue, Cost of Sales, Gross Profit, Other Revenue, Total Income, Other Expenses, Depreciation Expenses, Gains and Losses, Net Profit before Interest and Tax, Interest Expenses, Net profit before Tax, Income Taxes, and Net Profit. A red arrow points from the 'Other Revenue' row in the Excel output to the 'Other Revenue' row set in the Report Designer interface.

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.

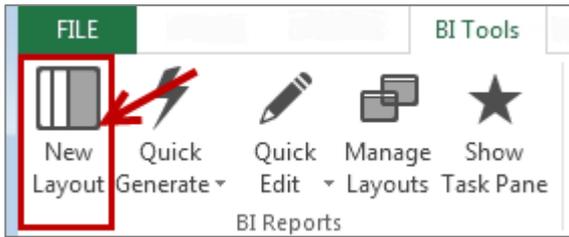
Note: When your layout is generated the period row is automatically hidden by Sage Intelligence Reporting.

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**.

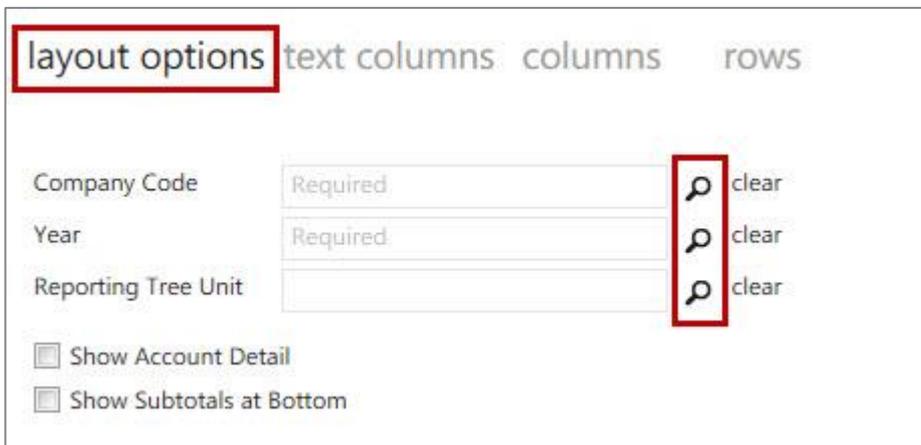


2. A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.
3. Click **OK**. The Layout Generator will appear.

Adding Layout Options

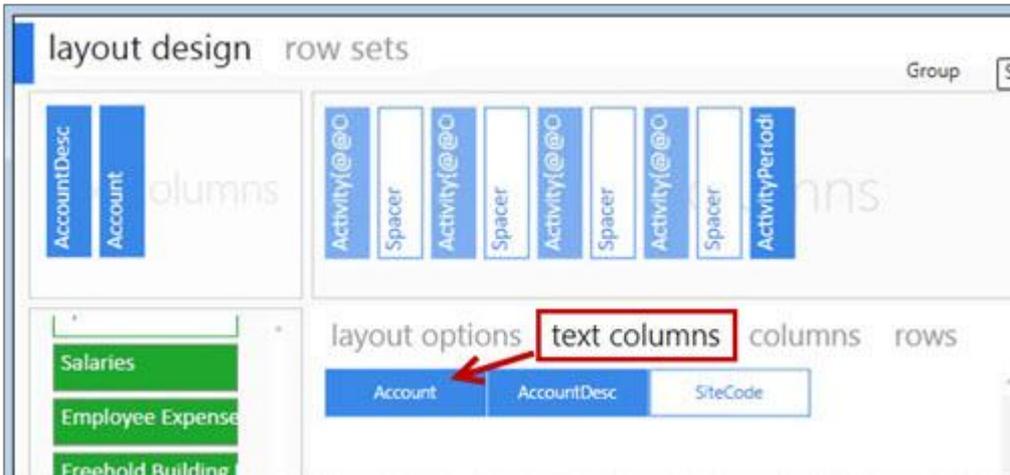
Tip: The Layout options act as initial filters for your entire layout. Reports that return huge data sets can be difficult to analyze and can cause performance issues. Filtering is a quick and easy way to find and work with only the data you need. Instead of your report extracting millions of records,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



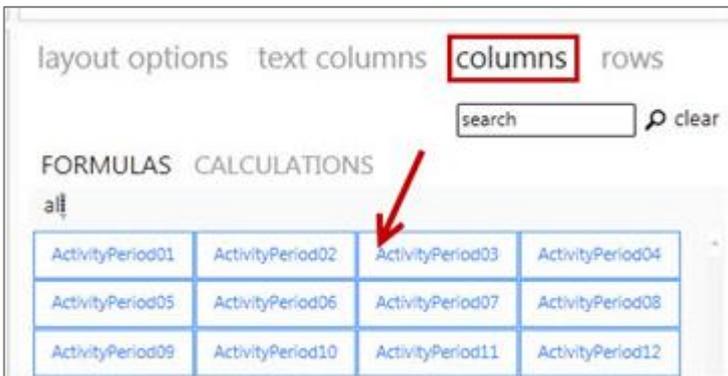
Adding Text Columns

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

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



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

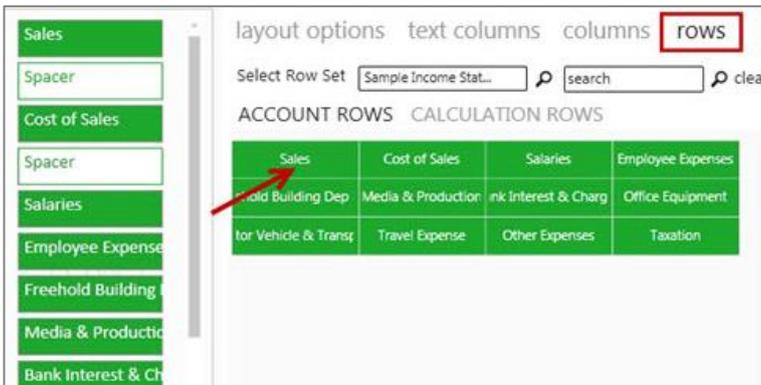
In the rows tab, click the magnifying glass to view the available Row Sets.



Select a Row Set.

Adding Rows

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](#).

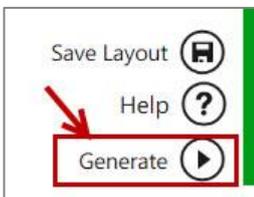


You can add spacers by clicking **Add Spacer** which adds a blank row in your report layout. Spacers can be dragged and dropped into position to neaten your report layout.

Generating the Layout

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

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	ACTUAL06
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 96
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

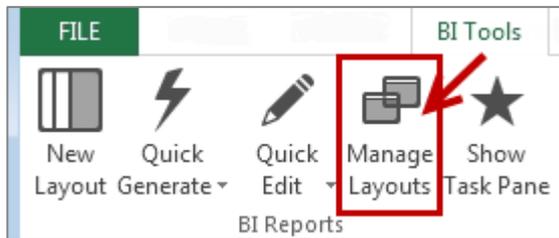
You can then customize your report layout further if required, for example by adding your company branding. Save your changes for future reuse as a template or as a report with static data.

Managing Layouts

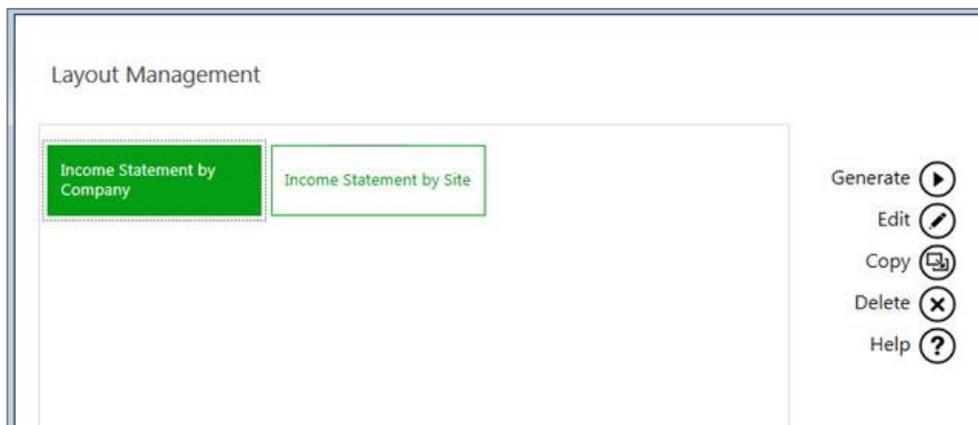
Accessing Layouts

The **Manage Layouts** menu will list the existing report layouts that ship with the Report Designer and any new layouts that you have created allowing you to manage them. You can manage layouts as follows:

1. From the **BI Tools** tab, select **Manage Layouts**.



2. The Layout Management window will appear.

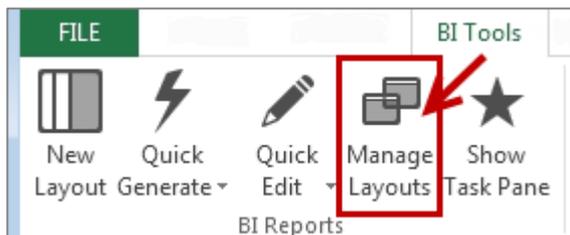


From this window you can choose to edit, copy, delete or generate a layout.

Editing Layouts

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

1. From the **BI Tools** tab, select **Manage Layouts**.



2. The Layout Management window will appear.
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.

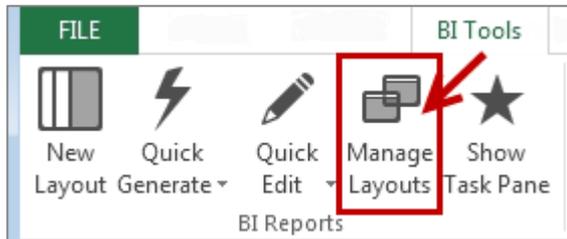
Copying Layouts

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.

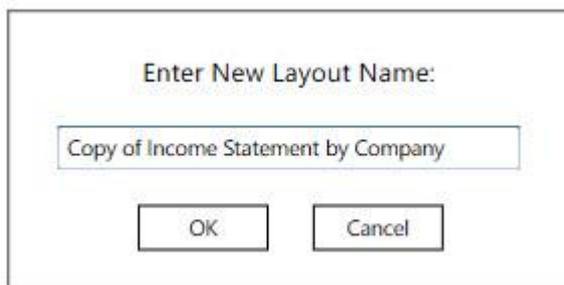
Copying an existing layout will create an exact copy of an existing layout.

To edit layouts, do the following:

1. From the **BI Tools** tab, select **Manage Layouts**.



2. The Layout Management window will appear. Select the layout you wish to copy and select **Copy**.
3. The **Enter New Layout Name** window will appear allowing you to give the copied layout a new name.

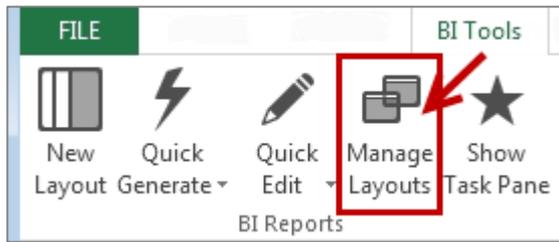


4. Select **Next**.
5. The Layout Generator will appear allowing you to make any changes to the copy of the layout.
6. Select **Generate** to open the layout in Microsoft Excel.

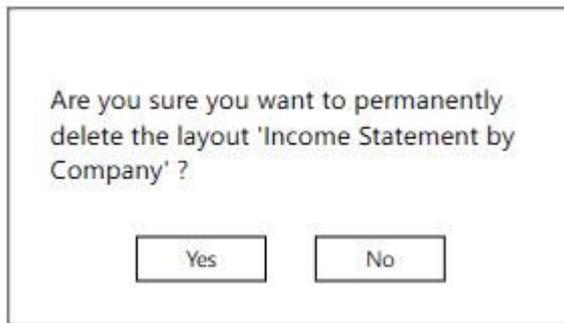
Deleting Layouts

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

1. From the **BI Tools** tab, select **Manage Layouts**.



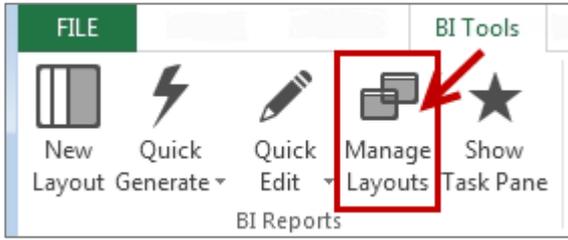
2. The Layout Management window will appear. Select the layout you wish to delete.
3. Select **Delete**.
4. A confirmation window will appear. Selecting **Yes** will permanently delete the report layout. Selecting **No** will return you to the previous window.



Generating an Existing Layout

Generating a layout will open the layout in Microsoft Excel.

1. From the **BI Tools** tab, select **Manage Layouts**.

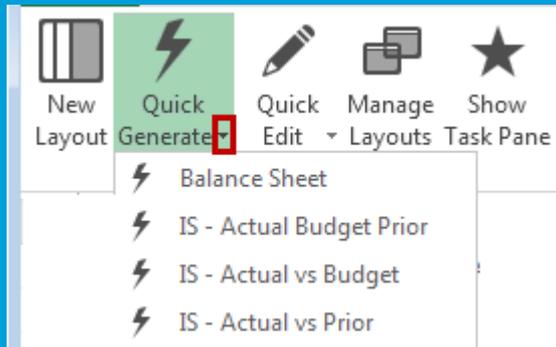


2. The Layout Management window will appear. Select the layout you wish to generate and select **Generate**.



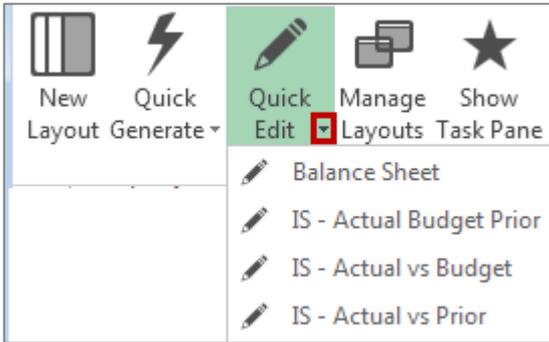
3. The report layout will open in Microsoft Excel.

Tip: You can also use **Quick Generate** to generate existing layouts.



Quickly Editing Layouts

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

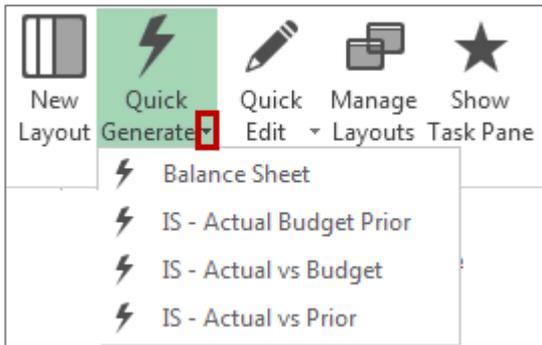


1. From the **BI Tools** tab, select **Quick Edit**. A drop down menu will appear.
2. Select the layout you wish to edit. The layout will open in the [Layout Generator](#).

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

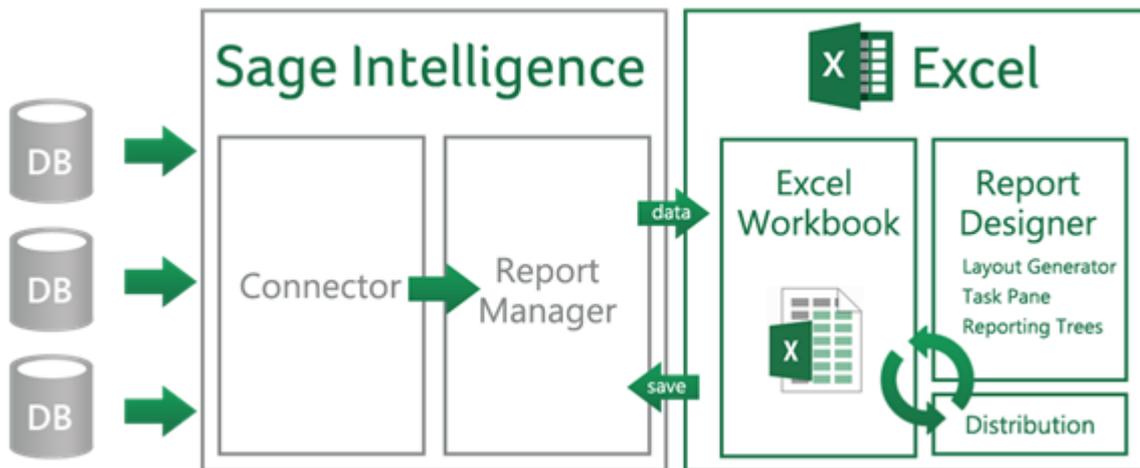
Designing Reports using the Task Pane

The Report Designer Task Pane

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

The model behind the new feature introduced by this add-in is to break down a report into reusable pieces and then allow users to control where and how these pieces fit together to create a report. These pieces are 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:

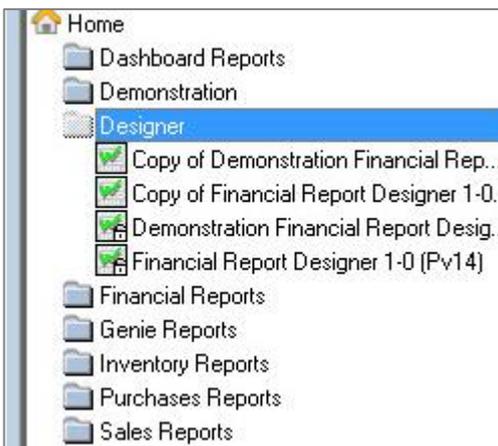


Starting the Task Pane

The process to use the Task Pane is as follows:



The Task Pane must always be started by running the **Report Designer** report in the Report Manager. This report is automatically installed into the **Designer** folder in the Report Manager during installation.



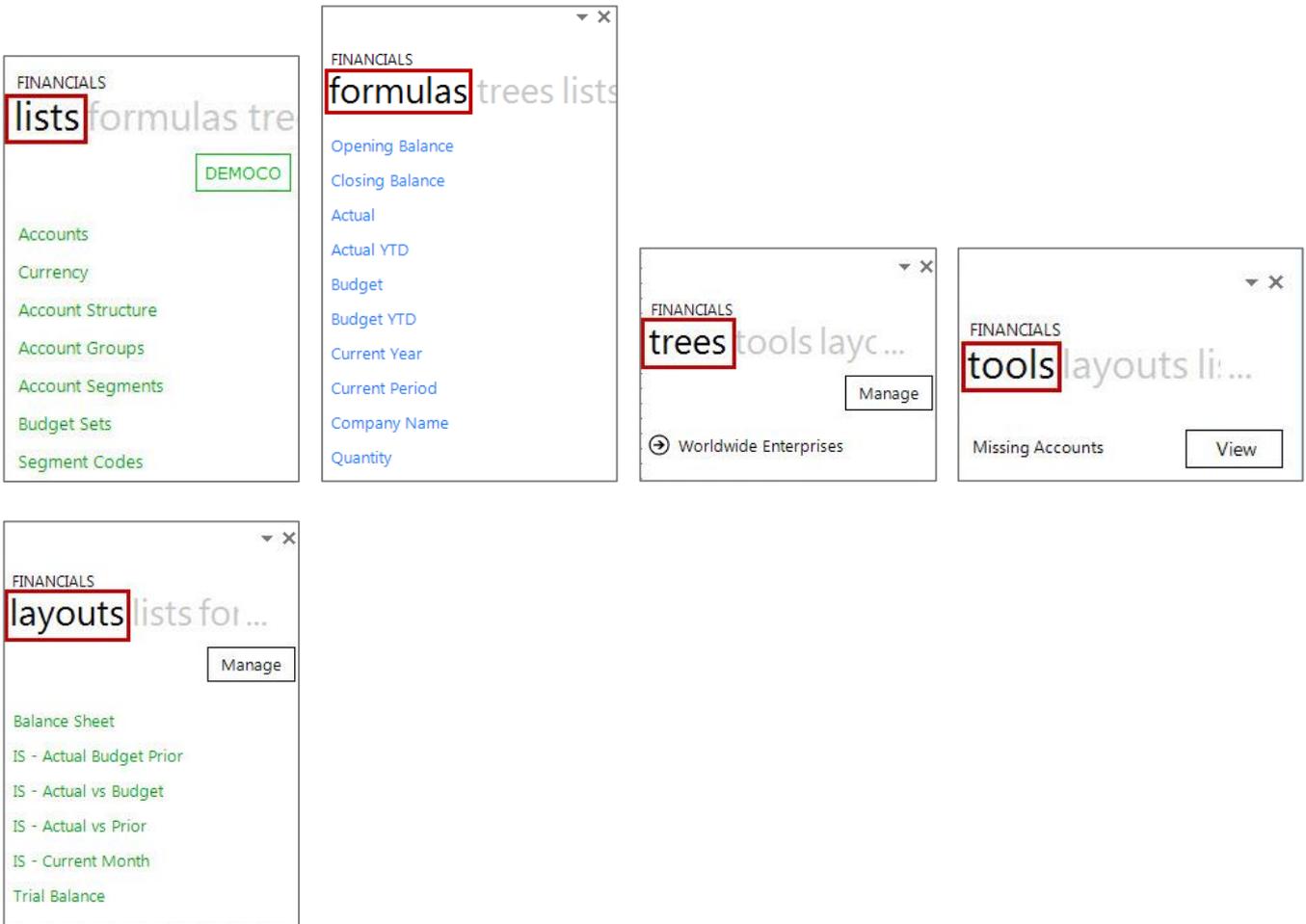
When prompted for the report parameters, select the financial data to view. The report parameters act as filters.

The Task Pane will open in Microsoft Excel.



Navigating within the Task Pane

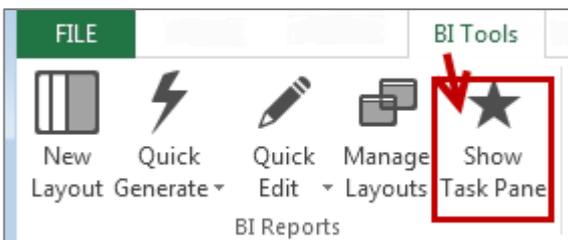
The Task Pane consists of [lists](#), [formulas](#), trees, tools and layouts, which can be used to give you complete control of all design aspects of your report. An intermediate knowledge of Microsoft Excel is beneficial to get the full benefit of your report capabilities.



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



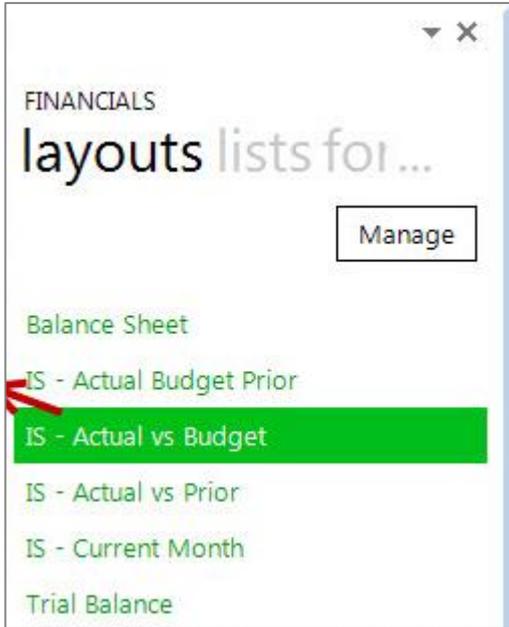
If the Task Pane is closed in error, click **Show Task Pane** to open the Task Pane again.



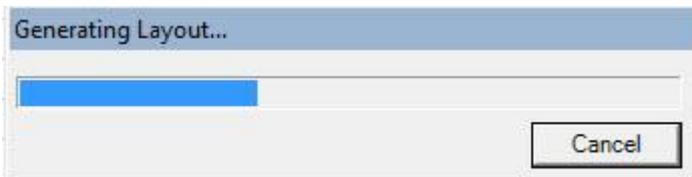
Generating Existing Layouts from the Task Pane

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.

1. From the **Layout** tab, select the layout you'd like to generate.
2. Drag-and-drop it onto a worksheet.



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



The layout will then appear.

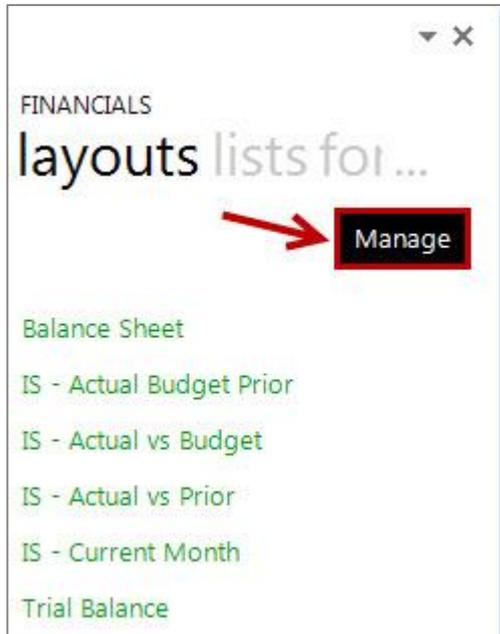
2		FiscalYear	2012		
3		BranchCode			
4		ReportingTreeUnitPath			
6					Closing Balance 0
	35				
+	36		8	Property, Plant and Equipment	1 641 234
+	75		23	Other Fixed Assets	
	77		33	Investment Property	
+	78		22	Investments	
	83		31	Intangible Asset	
	84		34	Financial Asset	
	85		30	Other Non-Current Asset	
	86				
	87			TOTAL NON CURRENT ASSETS	1 641 234
	88				
+	89		24	Inventories	14 904 581
+	94		25	Trade Receivables	14 463 956
+	97		1	Cash and Cash Equivalents	16 124 102
+	109		3	Other Current Assets	473 985
	118		19	Unallocated BS	

Managing Existing Layouts

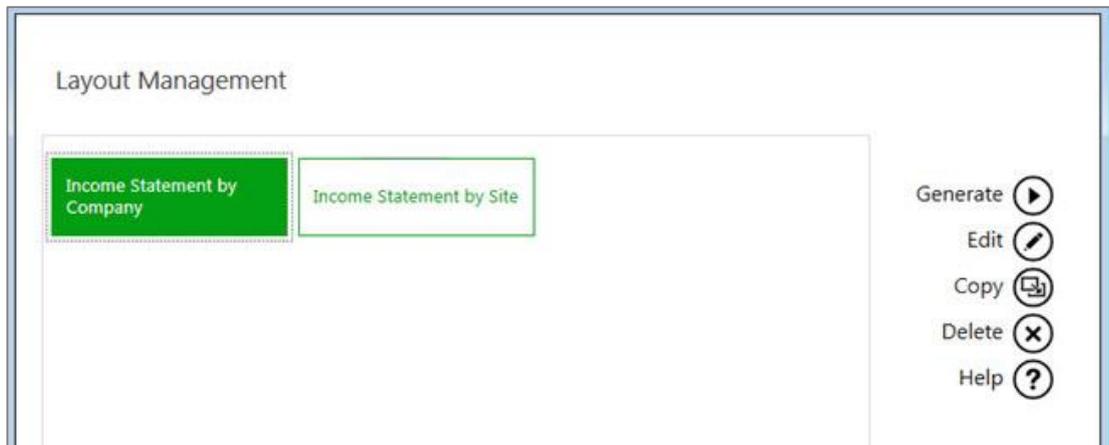
The **layouts** tab will list the existing report layouts that ship with the Report Designer Layout Generator and allow you to manage or generate them.

Managing Layouts

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.

Lists

Understanding the Pastel Partner Intelligence List Structure

Lists are retrieved from the Pastel Partner General Ledger.

List Name	Description	Example
Accounts	This is a list of the accounts used to define each class of items for financial transactions of a business.	10000-00 Petty Cash 40000-00 Sales 73500-00 Postage Expense 75000-00 Salaries Expense
Financial Categories	Financial Categories represent the different sections of financial statements.	21 Income 23 Cost of Sales 24 Expenses
Report Categories	The Report Categories list filters data on reporting categories set up in the General Ledger.	1 GLAccount 2 Department
Currency	Lists the currency codes set up in the General Ledger.	\$ Dollar FRF French Francs
Exchange Rates	The exchange rate list returns the exchange rate information managed within the ERP when creating multi-currency layouts.	0.389105 \$ 0.784314 FRF

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 Excel worksheet.

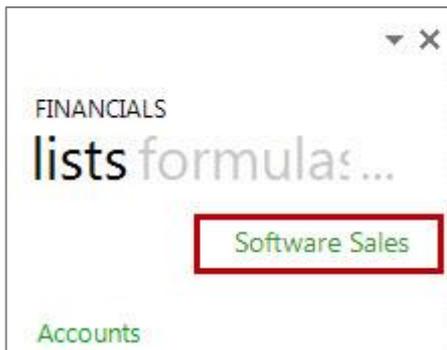
The screenshot shows an Excel worksheet titled "Software Sales Income Statement". The worksheet contains a table with columns for Company, Account No, Account Description, Financial Category, and Financial Category Description. The data is filtered for the year 2014 and period 1. A task pane on the right side of the window, titled "FINANCIALS lists", contains a search box with "Software Sales" entered and a list of categories including "Accounts", "Financial Categories", "Report Categories", "Currency", and "Exchange Rates". A red arrow points from the "Accounts" category in the task pane to the "Current Month" column header in the worksheet.

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

The screenshot shows the "Function Arguments" dialog box for the "GLActualPastel" function. The dialog box has the following arguments: Company (SC\$3) = "Software Sales", Account (SA11) = "1000000", Year (SC\$4) = 2014, and Period (SC\$5) = 1. The "FinancialCategory" argument is empty. The dialog box also includes a description: "Returns the month to date general ledger actual amount." and "Company a company code retrieved from the general ledger." The formula result is shown as 0.00. A red arrow points from the "Account" argument in the dialog box to the "Sales" row in the worksheet.

Changing Companies

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



To change the company code:

1. Click on the Company Code.



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

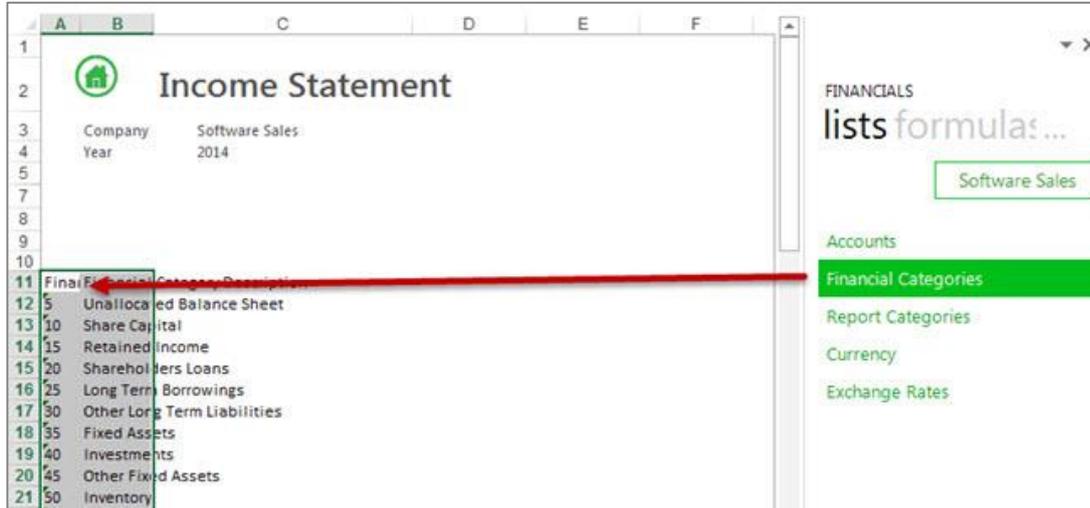
Note: The Company Code is obtained from your Pastel Partner General Ledger.

Formulas

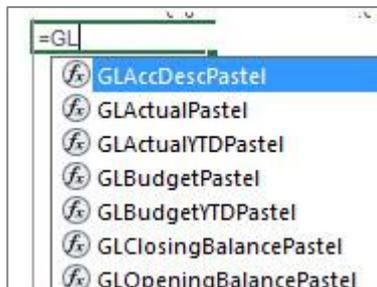
Adding Formulas

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

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



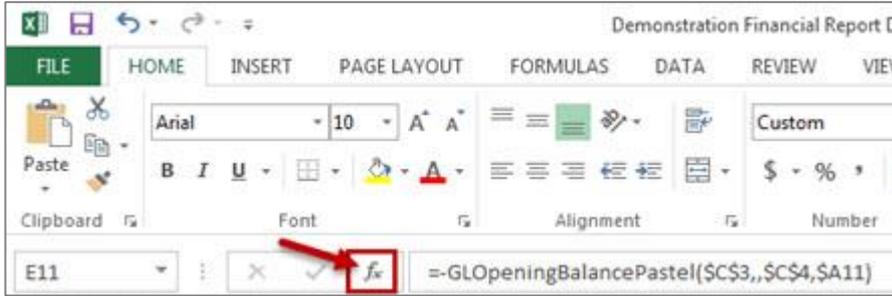
- Type the formula name directly into the cell.
Please refer to **Appendix A** for a detailed explanation on each formula.



Editing Formulas

There are two ways to edit the formulas.

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

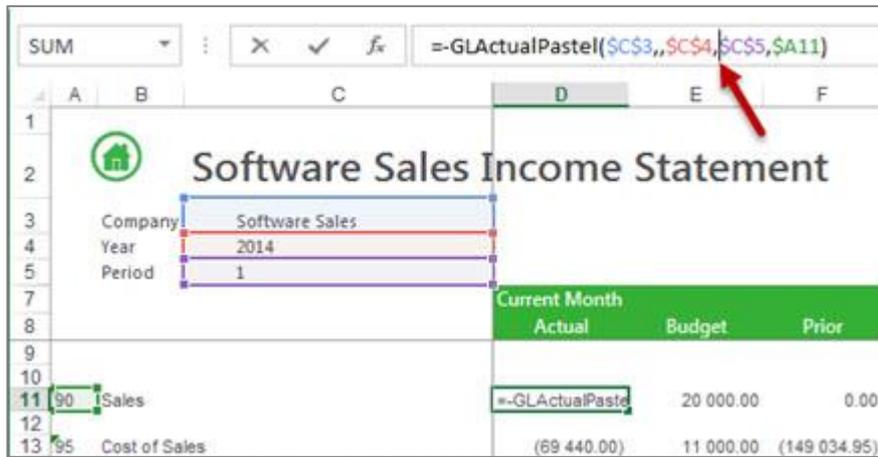


- The formula parameters provided in the **Function Arguments** window will be used to specify what data is retrieved by the formula. Each setting serves as a filter to retrieve the data. The filter is applied in the order that the settings are displayed.

In the following formula example, **Company** is applied first, followed by **Account**, **Year**, **Period** and **FinancialCategory** in that order.



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



Reversing a Negative Sign

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



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

Using Formula Features

Using Account Ranges

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

The screenshot displays a Sage Pastel spreadsheet titled "Software Sales Income Statement" and a "Function Arguments" dialog box for the `GLActualPastel` function. The spreadsheet shows a table with columns for account numbers and amounts. A red arrow points from the `Account` argument in the dialog box to the account range `2000000 TO 2200000` in the spreadsheet. The dialog box shows the following arguments:

Argument	Value	Description
Company	SCS3	= "Software Sales"
Account	SA17	= "2000000 TO 2200000"
Year	SCS4	= 2014
Period	SCS5	= 1
FinancialCategory		= -69440

The dialog box also includes a description: "Returns the month to date general ledger actual amount." and a note: "Company a company code retrieved from the general ledger." The formula result is shown as `(69 440.00)`.

Tip: Use account ranges to ensure new accounts being added to the General Ledger are included in your reports. Alpha characters are also supported in an account range.

Using Mathematical Calculations

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

The mathematical calculation would be used in the cell which is referenced by the **Account** argument.

For example, typing **2000000 + 2100000** in the cell will give a total figure for Account **2000000** and Account **2100000**.

The screenshot displays the Sage Pastel software interface. On the left, a spreadsheet titled "Software Sales Income Statement" is visible. The spreadsheet has columns for Company, Year, Period, and Current Month Y. The data includes:

Company	Software Sales	Year	2014	Period	1	Current Month Y
1000000	Sales		0.00			
2000000	Sales		0.00			
2000000	Cost of Sales / Purchases		200 256.00			
2100000	Inventory Adjustment		(69 440.00)			
2000000 + 2100000						

The formula bar at the top shows the formula: `=GLActualPastel(C3,$A15,$C$4,$C$5)`. A red arrow points from the `$A15` argument in the formula to the "Function Arguments" dialog box on the right. The dialog box shows the following arguments:

- Company: `C3` = "Software Sales"
- Account: `$A15` = "2000000 + 2100000"
- Year: `C4` = 2014
- Period: `C5` = 1
- FinancialCategory: =

The dialog box also includes the text: "Returns the month to date general ledger actual amount." and "Company a company code retrieved from the general ledger." The formula result is shown as `{69 440.00}`. There is an "OK" button at the bottom right of the dialog box.

Using Wildcards

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

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

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

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

Filter	Description	Result
24400?	Filter all accounts beginning with 24400	All accounts starting with 244000 up to 244009 with any digits thereafter.

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

The screenshot shows an Excel spreadsheet with a 'Software Sales Income Statement' and a 'Function Arguments' dialog box for the GLActualPastel formula. The formula bar shows `=GLActualPastel(C3,$A18,$C$4,$C$5)`. The dialog box shows the following arguments:

- Company: SC53 = "Software Sales"
- Account: \$A18 = "?"
- Year: SC54 = 2014
- Period: SC55 = 1
- FinancialCategory: = -69440

The dialog box also includes the text: "Returns the month to date general ledger actual amount." and "Company a company code retrieved from the general ledger." The formula result is shown as (69 440.00). A red arrow points from the Account field in the dialog box to cell A18 in the spreadsheet, which contains the value "2?".

Using Cell References

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

The recommended method for entering data into the 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** parameter of the **Actual** formula, you would have to modify every formula that used the old value. If you store the year in a cell, you simply change that one cell and Excel updates all the formulas that use that parameter.

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

Using Relative or Absolute Cell References

By default, a 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 **\$A\$5** or **\$B\$10**.

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 formula's 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.

			Current Month		
			Actual	Budget	Variance
10	Sales	=SUM(D11)	=SUM(E11)	=D10-E10	
11	Sales	=-1*GLActualPastel(\$C\$3,\$A11,\$	=-1*GLBudgetPastel(\$C\$3,\$A11,\$	=D11-E11	
13	Cost of Sales	=SUM(D14:D21)	=SUM(E14:E21)	=(D13-E13)	
23	GROSS PROFIT	=D10-D13	=E10-E13	=D23-E23	
25	Other Income	=SUM(D26:D33)	=SUM(E26:E33)	=D25-E25	
35	TOTAL INCOME	=D23+D25	=E23+E25	=D35-E35	
37	Expenses	=SUM(D38:D68)	=SUM(E38:E68)	=(D37-E37)	
70	NET PROFIT / (LOSS)	=D35-D37	=E35-E37	=D70-E70	

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

			Current Month			YTD		
			Actual	Budget	Variance	Actual	Budget	Variance
10	Sales	0.00	20 000.00	(20 000.00)	0.00	20 000.00	(20 000.00)	
11	Sales	0.00	20 000.00	(20 000.00)	0.00	20 000.00	(20 000.00)	
13	Cost of Sales	(69 440.00)	11 000.00	80 440.00	(69 440.00)	11 000.00	80 440.00	
23	GROSS PROFIT	69 440.00	9 000.00	60 440.00	69 440.00	9 000.00	60 440.00	
25	Other Income	0.00	1 000.00	(1 000.00)	0.00	1 000.00	(1 000.00)	
35	TOTAL INCOME	69440	10000	59 440.00	69440	10000	59 440.00	
37	Expenses	0.00	4 200.00	4 200.00	0.00	4 200.00	4 200.00	
70	NET PROFIT / (LOSS) BEFORE TAX	69 440.00	5 800.00	63 640.00	69 440.00	5 800.00	63 640.00	

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 by the **Account** argument. If any new accounts were added to the General Ledger, for example 2050000, it would automatically be included in the account range, **2000000 TO 2200000**.

The screenshot shows a report designer interface for a 'Software Sales Income Statement'. The report data is as follows:

	Company	Software Sales
2014	2014	
Period	1	
Current Month	2014	
1000000	Sales	0.00
1000000	Sales	0.00
2000000	Cost of Sales / Purchases	0.00
2100000	Inventory Adjustment	(69 440.00)
2150000	Inventory Count Variance	0.00
2200000	Purchase Variance	0.00
2000000 TO 2200000		

The 'Function Arguments' dialog for the `GLActualPastel` function is open, showing the following arguments:

- Company: SC53 = "Software Sales"
- Account: SA17 = "2000000 TO 2200000"
- Year: SC54 = 2014
- Period: SC55 = 1
- FinancialCategory: = -69440

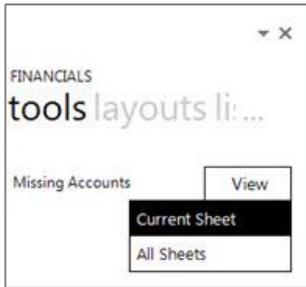
The dialog also includes the text: "Returns the month to date general ledger actual amount." and "Company a company code retrieved from the general ledger." The formula result is shown as `= -69440`.

Missing Accounts

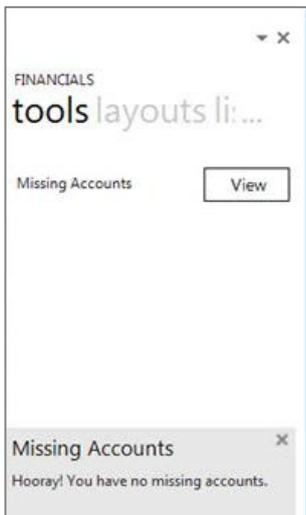
The **Missing Accounts** tool allows you to ensure that your report designer layouts are accurate by checking the accounts that exist in the layout and comparing them to the accounts which exist in your General Ledger. The option to view missing accounts is available from the Task Pane in Microsoft Excel under the **Tools** tab.

Viewing Missing Accounts for the Current Layout

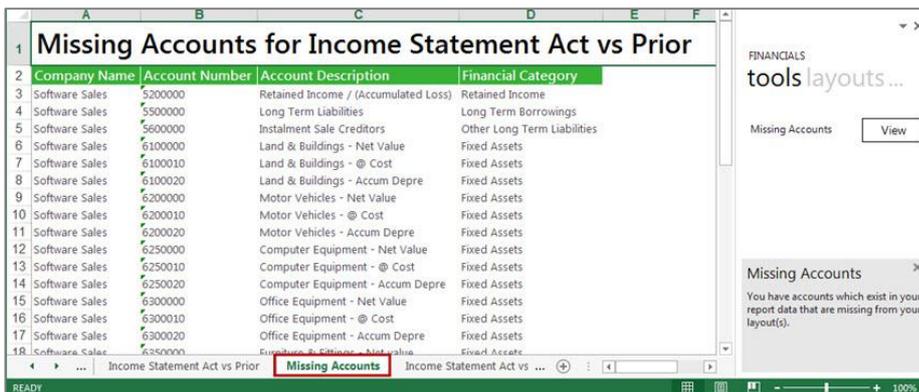
1. To view missing accounts from your current layout, from the current worksheet that is displayed in Microsoft Excel, select the **Tools** tab from the Task Pane in Microsoft Excel.
2. Select **View, Current Sheet**.



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.

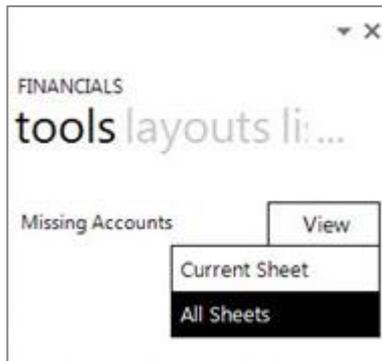


If there are accounts missing from your current worksheet a Missing Accounts worksheet will be generated in the Excel workbook to display the accounts that are missing from your current worksheet.



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.

Company Name	Account Number	Account Description	Financial Category
Software Sales	5500000	Long Term Liabilities	Long Term Borrowings
Software Sales	5200000	Retained Income / (Accumulated Loss)	Retained Income
Software Sales	5500000	Long Term Liabilities	Long Term Borrowings
Software Sales	5600000	Instalment Sale Creditors	Other Long Term Liabilities
Software Sales	6100000	Land & Buildings - Net Value	Fixed Assets
Software Sales	6100010	Land & Buildings - @ Cost	Fixed Assets
Software Sales	6100020	Land & Buildings - Accum Depre	Fixed Assets
Software Sales	6200000	Motor Vehicles - Net Value	Fixed Assets
Software Sales	6200010	Motor Vehicles - @ Cost	Fixed Assets
Software Sales	6200020	Motor Vehicles - Accum Depre	Fixed Assets
Software Sales	6250000	Computer Equipment - Net Value	Fixed Assets

Designing Financial Reports

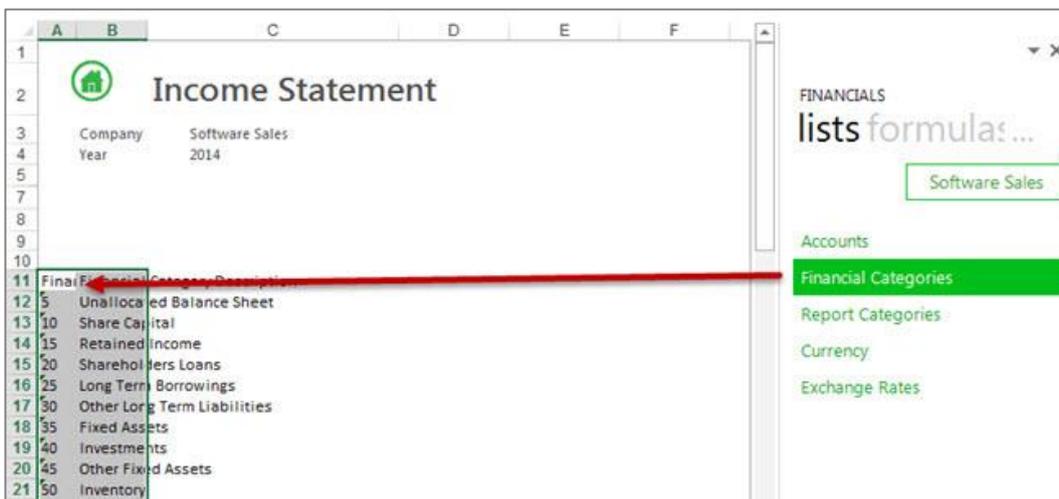
Designing a Basic Summarized Income Statement

This is a demonstration on how to design a summarized income statement using the Report Designer. We will be using the **Financial Categories** list to report from with current period figures. A basic accounting knowledge is required.

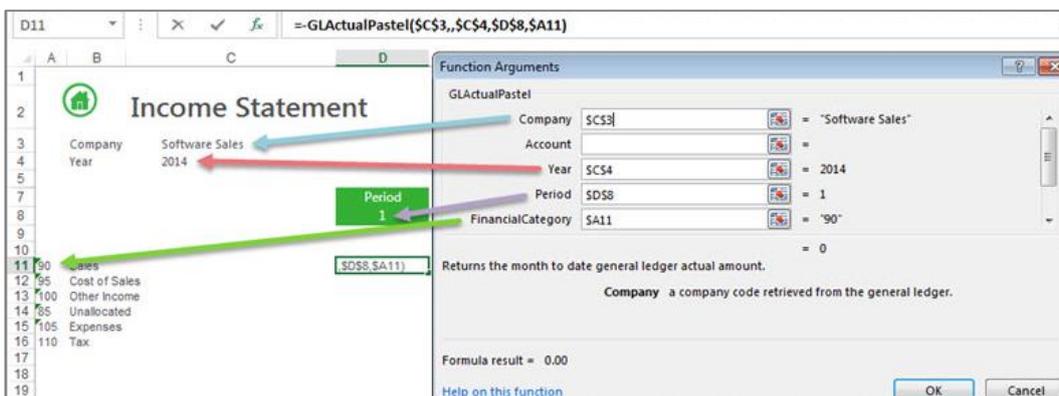
1. In Microsoft Excel, set up your spreadsheet with a heading and the filters you would like to use.



2. A few lines under the filters, drag-and-drop the **Financial Categories** from the **Lists**. You will use this list to help create your report.



3. Delete the columns and the accounts not required.
4. Insert a column heading for the period. You can drag the **Current Period** formula into the cell to ensure the correct period is always
5. Drag-and-drop the **Actual** formula onto your spreadsheet in the same row as your first account.
6. Change the **Actual** formula to link to the correct function arguments. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



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

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

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



Tip: If there are blank rows in between, you can also copy and paste the formula to the required rows.

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

	A	B	C	D
1				
2			Income Statement	
3		Company	Software Sales	
4		Year	2014	
7				Period 1
8				1
9				
10				
11	90	Sales		106 989.52
12				
13	95	Cost of Sales		69 440.00
14				
15		GROSS PROFIT / (LOSS)		37 549.52
16				
17	100	Other Income		0.00
18				
19	85	Unallocated		0.00
20				
21		TOTAL INCOME		37 549.52

9. Save your report.

Designing a Basic Balance Sheet

This is a demonstration on how to design a basic balance sheet using the Report Designer. A basic accounting knowledge is required. We will be using the **Financial Categories** list to report the opening and closing balances.

1. In Excel, set up your worksheet with a heading and the filters you would like to use.

	B	C	D	E
1				
2		Balance Sheet		
3	Company	Software Sales		
4	Year	2014		
5	Period	1		

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

	A	B	C	D	E	F	G	H	I	J
1										
2			Balance Sheet							
3		Company	Software Sales							
4		Year	2014							
5		Period	1							
7										
8										
9										
10										
11	10									
12										
13	15									
14										
15	20									
16										
17	30									

FINANCIALS
formulas tree...

- Opening Balance
- Closing Balance
- Actual
- Actual YTD
- Budget
- Budget YTD
- Current Year**

3. Drag-and-drop the **Financial Categories** list a few rows down from the filters. You will use this list to help create your report.

	A	B	C	D	E	F	G	H	I	J
1										
2			Balance Sheet							
3		Company	Software Sales							
4		Year	2014							
5		Period	1							
7										
8										
9										
10	5									
11	10									
12	15									
13	20									
14	25									
15	30									
16	35									
17	40									
18	45									
19	50									

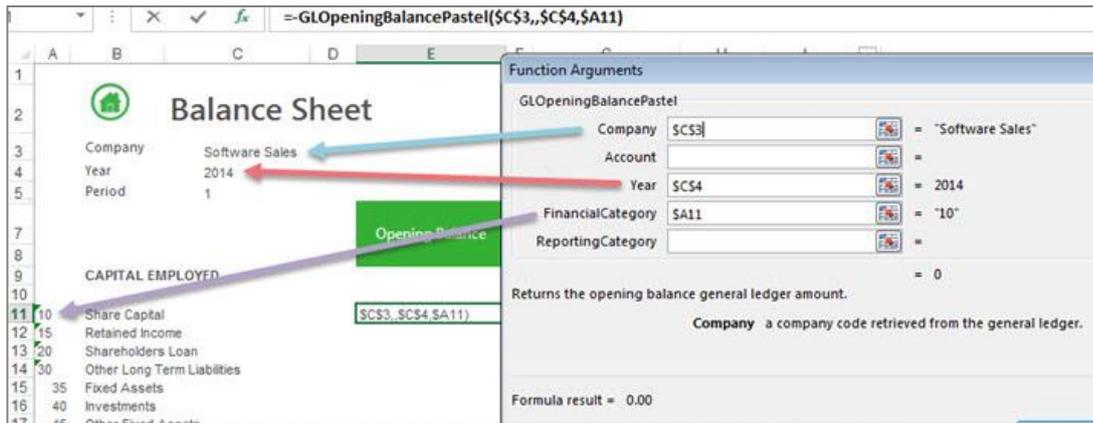
FINANCIALS
lists formulas...

Software Sales

- Accounts
- Financial Categories**
- Report Categories
- Currency
- Exchange Rates

4. Delete the accounts not required, and create headings where required for your rows.
5. Add column headings for **Opening Balance** and **Closing Balance** period.
6. Drag-and-drop the **Opening Balance** formula onto your worksheet in the same row as your first account.

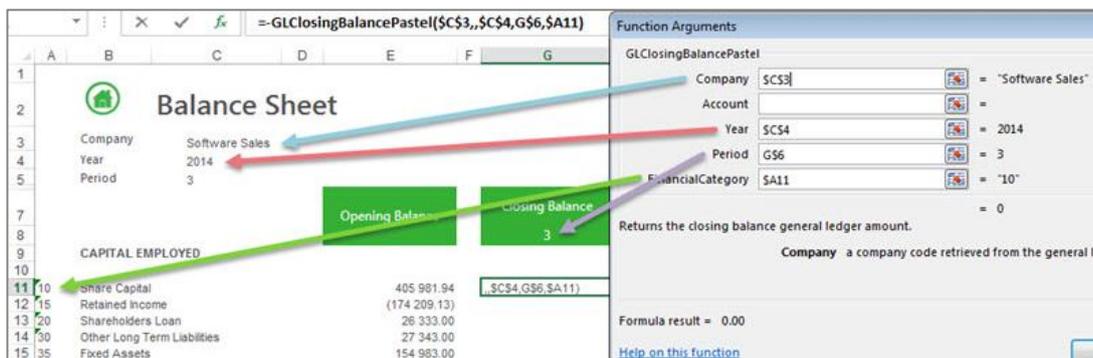
- Change the formula to link to the correct function arguments. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



- Drag the fill handle down to copy the formula to all the accounts required.
- Add the period to the closing balance period title. This allows you to change the period to see different results per period.



- Drag-and-drop the **Closing Balance** formula onto your spreadsheet in the same row as your first account.
- Change the **Closing Balance** formula to link to the correct function arguments. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area as below.



- Drag the fill handle down to copy the formula to all the accounts required.
- Add totals, grouping and formatting using Excel features and set your print area.

	A	B	C	D	E	F	G	H
1								
2			Balance Sheet					
3		Company	Software Sales					
4		Year	2014					
5		Period	3					
7					Opening Balance		Closing Balance	
8							3	
9		CAPITAL EMPLOYED						
10								
11	10	Share Capital			405 981.94		405 981.94	
12								
13	15	Retained Income			(174 209.13)		(154 986.00)	
14								
15	20	Shareholders Loan			26 333.00		26 333.00	
16								
17	30	Other Long Term Liabilities			27 343.00		24 589.00	
18								
19								
20								
21		EMPLOYMENT OF CAPITAL						

Tip: Under the **Shareholders Equity**, in this example, the accumulated retained earnings can be calculated for the closing balance by using the following formula:

**=E\$13+(-
 (GLActualYTDPastel(\$C\$3,,\$C\$4,G\$8,85)+GLActualYTDPastel(\$C\$3,,\$C\$4,G\$8,90)+GLActualYT
 DPastel(\$C\$3,,\$C\$4,G\$8,100))-GLActualYTDPastel(\$C\$3,,\$C\$4,G\$8,95)-
 GLActualYTDPastel(\$C\$3,,\$C\$4,G\$8,105)-GLActualYTDPastel(\$C\$3,,\$C\$4,G\$8,110)**

where 85 is the Unallocated Income Statement financial category, 90 is the Sales, 100 is Other Income, 95 is the Cost of Sales, 105 is the Expenses and 110 is Taxation.

14. Save your report.

Designing a Rolling Income Statement

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

1. [Follow the instructions to create a basic income statement.](#)
2. Select the cell above the **Current Month\Period** cell.
3. Drag the current year formula to the cell.

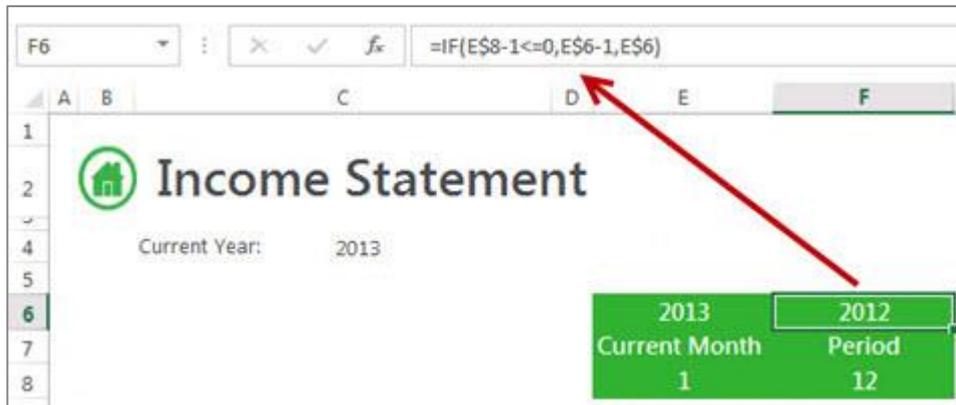
	2014
Period	1
Sales	106 989.52
Cost of Sales	69 440.00
GROSS PROFIT / (LOSS)	37 549.52
Other Income	0.00
Unallocated	0.00
TOTAL INCOME	37 549.52
Expenses	0.00

4. On the right of the **Current Month/Period** cell, create a heading named **Period**.
5. In the cell below it 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.

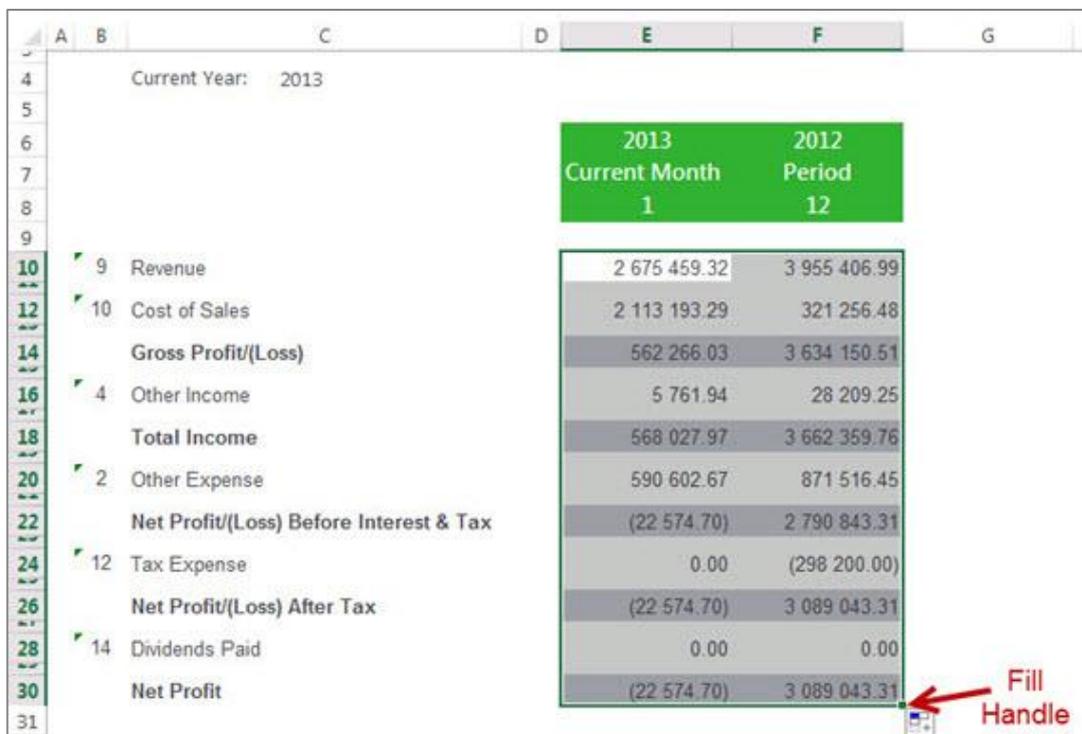
Formula Bar: `=IF(E$8-1<=0,E$8-1+12,E$8-1)`

2013	Period
Current Month	1
	12
Revenue	2 675 459.32

- 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.



- Drag the data across using the fill handle to the new column you just created.



- Select the new column and drag the fill handle across to copy the data for the other eleven months.

	A	B	C	D	E	F	G	H
4			Current Year:		2013			
5								
6					2013	2012	2012	
7					Current Month	Period	Period	
8					1	12	11	
9								
10		9	Revenue		2 675 459.32	3 955 406.99	4 904 096.55	
12		10	Cost of Sales		2 113 193.29	321 256.48	3 836 536.30	
14			Gross Profit/(Loss)		562 266.03	3 634 150.51	1 067 560.25	
16		4	Other Income		5 761.94	28 209.25	15 726.90	
18			Total Income		568 027.97	3 662 359.76	1 083 287.15	
20		2	Other Expense		590 602.67	871 516.45	648 089.53	
22			Net Profit/(Loss) Before Interest & Tax		(22 574.70)	2 790 843.31	435 197.62	
24		12	Tax Expense		0.00	(298 200.00)	0.00	
26			Net Profit/(Loss) After Tax		(22 574.70)	3 089 043.31	435 197.62	
28		14	Dividends Paid		0.00	0.00	0.00	
30			Net Profit		(22 574.70)	3 089 043.31	435 197.62	

Note: The year and period numbers changed automatically to cater for one calendar year.

- Add any formatting you require using Excel features and set your print area.
- Save your report.

Designing a Quarterly Balance Sheet

This is a demonstration on how to design a Quarterly Balance Sheet using the Report Designer. 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. [Follow the instructions to design a Basic Balance Sheet.](#)
2. Select the **Closing Balance** column and drag the fill handle across to three more columns.

The screenshot shows a report titled "Summary Balance Sheet" for the year 2013, period 12. It features an "Opening Balance" column and a "Closing Balance Period 3" column. A red arrow points to the fill handle of the Closing Balance column, indicating the next step in the design process.

	Opening Balance	Closing Balance Period 3
Assets		
Non Current Assets	570 932.91	724 069.83
Property, Plant and Equipment	570 932.91	724 069.83
Intangible Asset	0.00	0.00
Current Assets	17 481 557.08	16 932 251.22
TOTAL ASSETS	18 052 489.99	17 656 321.05
Shareholders Equity & Liabilities		

3. Change the period numbers to reflect the quarterly periods.

The screenshot shows the report with four "Closing Balance" columns for periods 3, 6, 9, and 12. A red arrow points to the fill handle of the first Closing Balance column, which has been extended to cover all four columns.

	Opening Balance	Closing Balance Period 3	Closing Balance Period 6	Closing Balance Period 9	Closing Balance Period 12
Assets					
Non Current Assets	570 932.91	724 069.83	865 007.99	754 391.24	801 965.79
Property, Plant and Equipment	570 932.91	724 069.83	865 007.99	754 391.24	801 965.79
Intangible Asset	0.00	0.00	0.00	0.00	0.00
Current Assets	17 481 557.08	16 932 251.22	18 278 415.19	20 152 758.33	26 111 580.21
TOTAL ASSETS	18 052 489.99	17 656 321.05	19 143 423.18	20 907 149.57	26 913 546.00
Shareholders Equity & Liabilities					

4. Notice the data automatically updated to reflect the correct closing balance amounts for each quarter.

The screenshot shows the final report with data for four quarters. The "TOTAL ASSETS" row is highlighted in grey, showing the cumulative closing balances for each quarter.

	Opening Balance	Closing Balance Period 3	Closing Balance Period 6	Closing Balance Period 9	Closing Balance Period 12
Assets					
Non Current Assets	570 932.91	724 069.83	865 007.99	754 391.24	801 965.79
Property, Plant and Equipment	570 932.91	724 069.83	865 007.99	754 391.24	801 965.79
Intangible Asset	0.00	0.00	0.00	0.00	0.00
Current Assets	17 481 557.08	16 932 251.22	18 278 415.19	20 152 758.33	26 111 580.21
TOTAL ASSETS	18 052 489.99	17 656 321.05	19 143 423.18	20 907 149.57	26 913 546.00
Shareholders Equity & Liabilities					

5. Save your report.

Designing a Cash Flow Report

This is a demonstration on designing a Cash Flow Report using the Report Designer. 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.

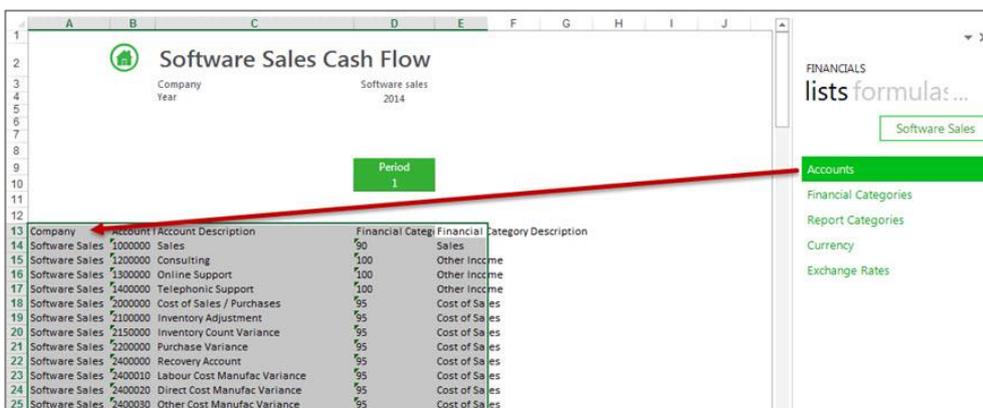
1. In Microsoft Excel, set up your worksheet with a heading and the filters you would like to use.



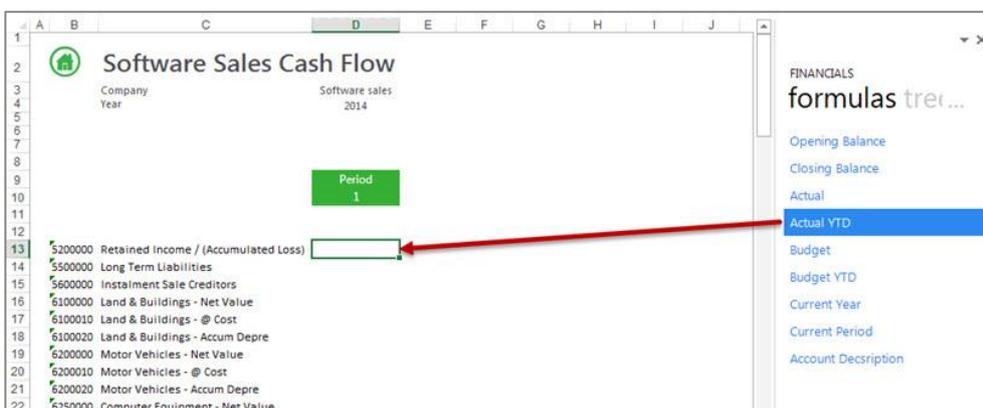
2. Drag the formula for **Current Year** into the correct cell.
3. Add a heading for the period column.



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



5. Delete the columns and the accounts not required.
6. Drag-and-drop the **Actual YTD** formula onto your worksheet in the same row as your first account.



- 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.



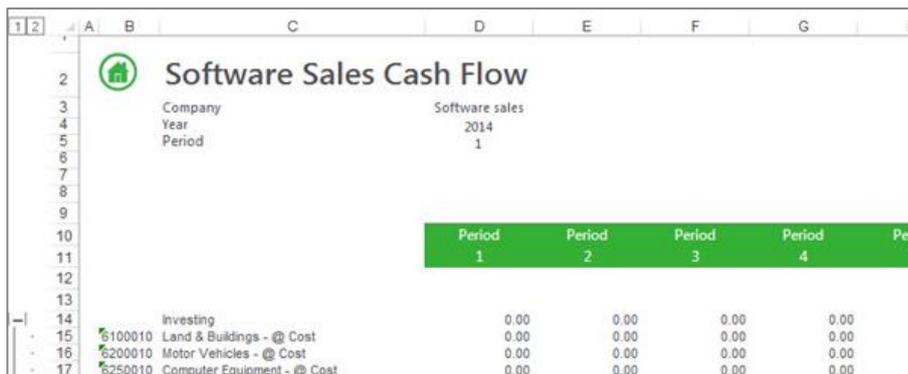
Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic [Using Relative or Absolute Cell Referencing](#).

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

- Use the fill handle to copy the formula down to all of the other accounts.
- Add any totals, grouping and formatting you require using Excel features and set your print area.
- Select the **Period** column and drag the fill handle across to fill additional columns for as many period as you would like to report on.



- The formulas will automatically update.



- Save your report.

Consolidating Multiple Companies Data

Designing Consolidated Report Layouts

1. Design your financial report layout in the usual manner, creating a column for each of the companies you would like to consolidate.
2. [Create formulas](#) in the usual manner for each company.

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

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

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

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

			Company A	Company B	Company A and B
			2020	2020	2020
			Period 01	Period 03	March
11	Revenue		1 995 180.78	2 394 216.94	4 389 397.72
12	4000 Sales		374 643.03	449 571.64	824 214.67
13	4000-100 Sales		393 288.66	471 946.39	865 235.05
14	4000-100-10 Sales		0.00	0.00	0.00
15	4000-100-20 Sales		0.00	0.00	0.00
16	4000-200 Sales		193 599.45	232 319.34	425 918.79
17	4000-200-10 Sales		0.00	0.00	0.00

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

	A	B	G	H
1	Income Statement			
4	Currency:	CAD		
5	Currency Type:	F		
6				
7				Company A and B
8				2020
9				March
11		Revenue		4 389 397.72
12	4000	Sales		824 214.67
13	4000-100	Sales		865 235.05
14	4000-100-10	Sales		0.00
15	4000-100-20	Sales		0.00
16	4000-200	Sales		425 918.79

Designing Consolidated Report Layouts using Reporting Trees

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

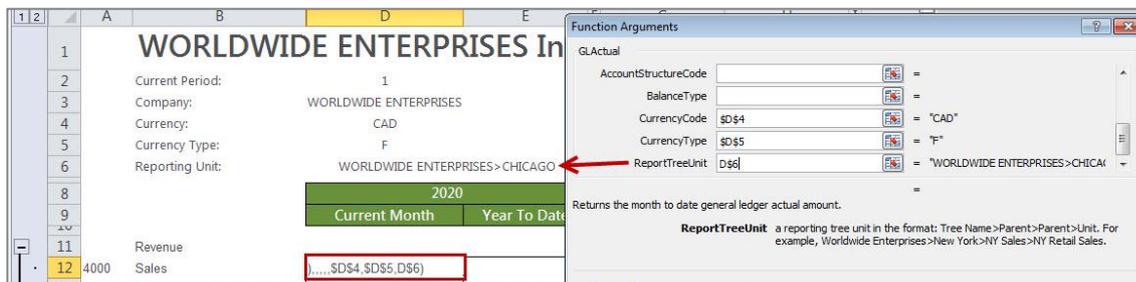
After running the report mentioned above, do the following:

1. In Microsoft Excel, set up your financial report layout in the usual way, except for the following differences:
 - In addition to the filters you already set up, add an additional filter for the Reporting Tree Unit for each company you would like to consolidate in its own column.

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](#).

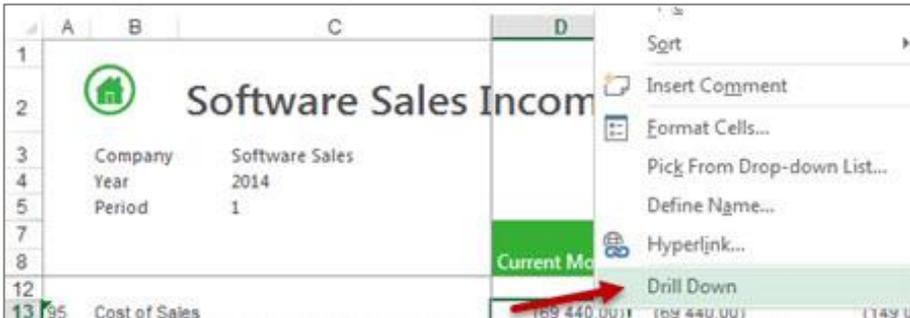
Tip: To change the sign of an account to/from a negative number, add a minus sign (-) to the beginning of the formula.

2. To drill-down into the data, right-click on the amount and select **Drill-Down**. A new worksheet 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.

The screenshot shows an Excel spreadsheet with the following data:

AccountNo	AccountName	CompanyNo	Year	Period	Amount
2000000	Cost of Sales / Pt Software Sales		2014	1	0
2100000	Inventory Adjustm Software Sales		2014	1	-69440

The spreadsheet also shows a worksheet tab named "Drill Balance" at the bottom, which is highlighted with a red box. The status bar at the bottom indicates "READY".

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
1	GLAccountnumber	GLAccountDescription	GLMainAcc	GLSubAccount	CompanyName
2	2100000	2100000 - Inventory Adjustm	2100	000	Software Sales
3	2100000	2100000 - Inventory Adjustm	2100	000	Software Sales
4	2100000	2100000 - Inventory Adjustm	2100	000	Software Sales
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

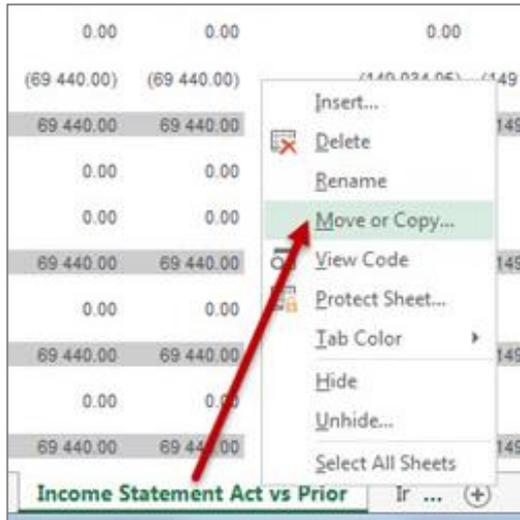
Income Statement Act vs Prior Drill Balance **Drill Transactions** Income St ...

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**.

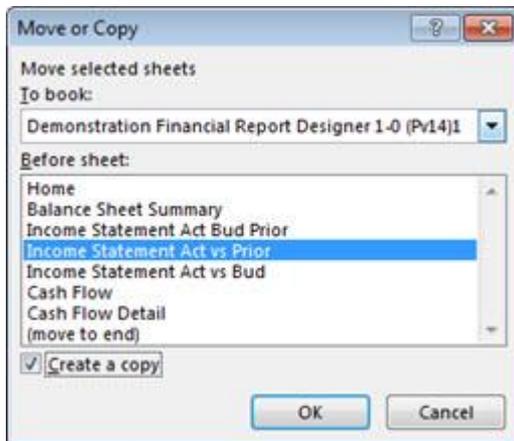
Copying Reports

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.

			2014		2013
			Current Month	Year to Date	Current Month Y
90	Sales		0.00	0.00	0.00
95	Cost of Sales		(69 440.00)	(69 440.00)	(149 034.95)
	GROSS PROFIT / (LOSS)		69 440.00	69 440.00	149 034.95
100	Other Income		0.00	0.00	0.00
85	Unallocated		0.00	0.00	0.00
	TOTAL INCOME		69 440.00	69 440.00	149 034.95
105	Expenses		0.00	0.00	0.00
	NET PROFIT / (LOSS) BEFORE TAX		69 440.00	69 440.00	149 034.95
110	Tax		0.00	0.00	0.00
	NET PROFIT / (LOSS) AFTER TAX		69 440.00	69 440.00	149 034.95

Saving Reports

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

Refer to the help file in your Sage Intelligence Report Manager for more information on how to save excel templates: Home > Report Manager > Working with Reports > Saving a Report Layout

Preserving Formulas when Distributing Reports

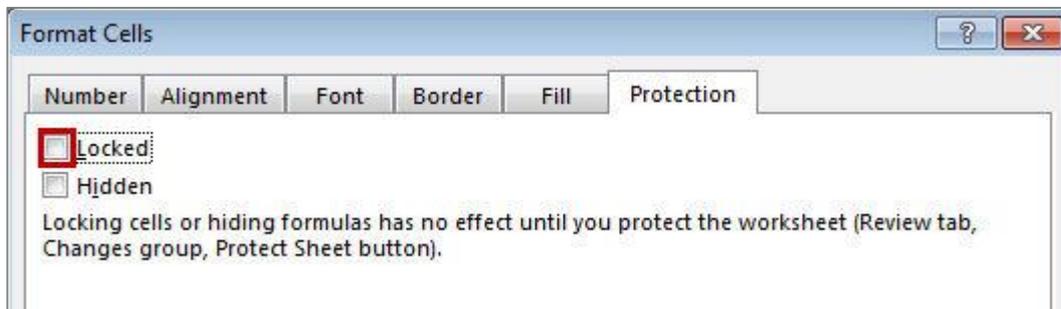
In order to preserve formulas when distributing reports, the worksheet must be protected in Excel. You can also use worksheet protection to prevent changes to the worksheet.

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

Unlocking Cells or Ranges

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

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



4. Click **OK**.

Hiding Formulas

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

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

Password Protecting the Worksheet

1. On the **Review** tab, in the **Changes** group, click **Protect Sheet**.
2. In the **Allow all users of this worksheet to list**, select the elements you want users to be able to change.

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

Uncheck This:**To Prevent Users From:**

Doing any of the following:

Edit objects

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.

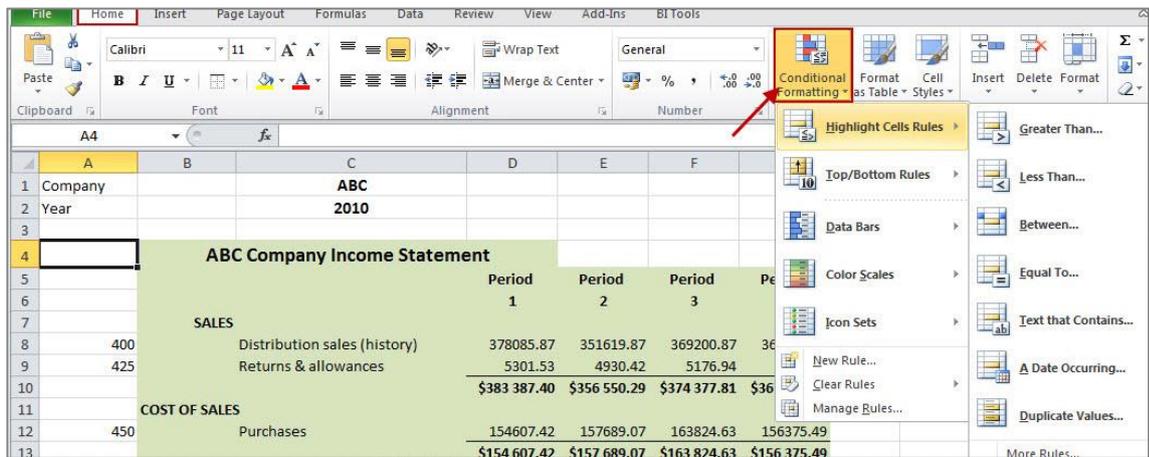
Best Practice

The benefits of applying a best practice standard are:

- Consistency – worksheets have a consistent structure and look, making sharing easier.
- Clarity – worksheets are clear and structured, reading like a book, navigating like a website. This makes them easier to share and audit.
- Efficiency – worksheets 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.

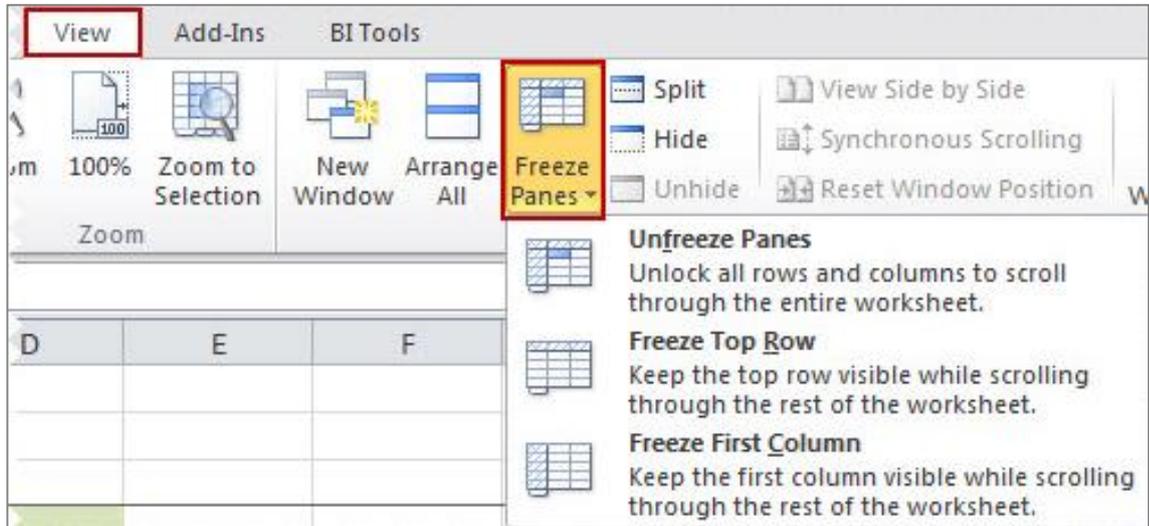
We recommend that you ...

- 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 worksheet, 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 Excel to enable easy scrolling around the worksheet without losing view of report headings etc.



Appendix A

Available Formulas

Opening Balance Formula

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

Description

The **Opening Balance** 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

```
=GLOpeningBalancePastel(Company,Account,Year,FinancialCategory,ReportingCategory,ReportingTreeUnitPath)
```

The **Opening Balance** formula syntax has the following arguments:

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Company	A company name retrieved from the General Ledger.	N	It filters the General Ledger accounts being referenced to one or more specific companies.
Account	the Account number from the Accounts list retrieved from the General Ledger.	N	used to reference one or more General Ledger accounts for which values must be returned. Supports accounts, <u>account ranges</u> , account <u>wildcards</u> & account <u>addition/subtraction</u> .
Year	The fiscal year to return data on. The default is the current year.	Y	It filters the General Ledger accounts being referenced to a specific fiscal period. 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.
FinancialCategory	The financial category to filter on.	N	It filters the General Ledger category code being referenced to a specific code. Account categories represent the different sections of financial statements such as Assets and Liabilities.
ReportingCategory	The reporting category to filter on.	N	It filters the General Ledger accounts to a specific reporting category. You use report categories to group General Ledger

Filter

What needs to be filled in? Mandatory

What is the purpose of the filter?

accounts together and then report on them. They are used if you need to create a more complex set of financial reports, and you need additional financial categories over and above the standard account types.

ReportTreeUnitPath A reporting tree unit in the format :
Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales

N

Reporting Trees are used to achieve organizational reporting. It allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the Account argument allowing you to filter on Account Numbers.
- 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 an **Opening Balance** formula could be:

```
=GLOpeningBalancePastel($C$3,,$C$4,$A11)
```

The screenshot shows a spreadsheet titled "Balance Sheet" with columns A through G and rows 1 through 16. The formula bar at the top displays `=GLOpeningBalancePastel(C3,,C4,$A11)`. The spreadsheet content includes:

Company	Software Sales
Year	2014
Period	1
CAPITAL EMPLOYED	
10	Share Capital
12	Retained Income
13	Shareholders Loan
14	Other Long Term Liabilities
15	35 Fixed Assets
16	40 Investments

The "Function Arguments" dialog box is open, showing the following arguments for the `GLOpeningBalancePastel` function:

- Company: `SCS3` (linked to cell C3, "Software Sales")
- Account: (empty)
- Year: `SCS4` (linked to cell C4, "2014")
- FinancialCategory: `SA11` (linked to cell A11, "10")
- ReportingCategory: (empty)

The dialog also includes a description: "Returns the opening balance general ledger amount." and a note: "Company a company code retrieved from the general ledger." The formula result is shown as `0.00`.

Closing Balance Formula

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

Description

The **Closing Balance** 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

```
=GLClosingBalancePastel(Company,Account,Year,Period,FinancialCategory,ReportingCategory,ReportingTreeUnitPath)
```

The **Closing Balance** formula syntax has the following arguments:

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Company	A company name retrieved from the General Ledger.	N	It filters the General Ledger accounts being referenced to one or more specific companies.
Account	The Account from the Accounts list retrieved from the General Ledger.	N	Used to reference one or more General Ledger accounts for which values must be returned. Supports accounts, <u>account ranges</u> , account <u>wildcards</u> & account <u>addition/subtraction</u> .
Year	The fiscal year to return data on. The default is the current year.	Y	It filters the General Ledger accounts being referenced to a specific fiscal period. 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.
Period	The period to return data on. The default is the current period based on today's date.	Y	It filters the General Ledger accounts being referenced to a specific period. A period is the operating cycle of a company for which accounting information is collected and reported.
FinancialCategory	The financial category to filter on.	N	It filters the General Ledger category code being referenced to a specific code. Account categories represent the different sections of financial statements such as Assets and Liabilities.
ReportingCategory	The reporting category to filter on.	N	It filters the General Ledger accounts to a specific reporting category. You use report categories to group General Ledger accounts together and then report on them. They are used if you need

Filter

What needs to be filled in? Mandatory

What is the purpose of the filter?

ReportingTreeUnitPath

A reporting tree unit in the format:
Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales

N

to create a more complex set of financial reports, and you need additional financial categories over and above the standard account types.

Reporting Trees are used to achieve organizational reporting. It allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers.
- 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 **Closing Balance** formula could be:

```
=GLClosingBalancePastel($C$3,$C$4,G$6,$A11)
```

The screenshot shows a spreadsheet titled "Balance Sheet" with columns A through G. The formula bar at the top displays `=GLClosingBalancePastel(C3,C4,G$6,$A11)`. The spreadsheet data includes:

Company	Software Sales
Year	2014
Period	3
Opening Balance	
Closing Balance	3

Below this, under "CAPITAL EMPLOYED", there is a table:

Share Capital	405 981.94	=\$C\$4,G\$6,\$A11
Retained Income	(174 209.13)	
Shareholders Loan	26 333.00	
Other Long Term Liabilities	27 343.00	
Fixed Assets	154 983.00	

The "Function Arguments" dialog box is open on the right, showing the following arguments:

- Company: \$C\$3 = "Software Sales"
- Account: =
- Year: \$C\$4 = 2014
- Period: G\$6 = 3
- FinancialCategory: \$A11 = "10"

The dialog also includes a description: "Returns the closing balance general ledger amount." and a note: "Company a company code retrieved from the general ledger." The formula result is shown as 0.00.

Actual Formula

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

Description

The **Actual** 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

```
=GLActualPastel(Company,Account,Year,Period,FinancialCategory,ReportingCategory,ReportingTreeUnitPath)
```

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Company	A company retrieved from the General Ledger.	N	It filters the General Ledger accounts being referenced to one or more specific companies.
Account	the Account from the Accounts list retrieved from the General Ledger.	N	Used to reference one or more General Ledger accounts for which values must be returned. Supports accounts, <u>account ranges</u> , account <u>wildcards</u> & account <u>addition/subtraction</u> .
Year	The fiscal year to return data on. The default is the current year.	Y	It filters the General Ledger accounts being referenced to a specific fiscal period. 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.
Period	The period to return data on. The default is the current period based on today's date.	Y	It filters the General Ledger accounts being referenced to a specific period. A period is the operating cycle of a company for which accounting information is collected and reported.
FinancialCategory	The financial category to filter on.	N	It filters the General Ledger category code being referenced to a specific code. Financial categories represent the different sections of financial statements such as Assets and Liabilities.

ReportingCategory	The reporting category to filter on.	N	It filters the General Ledger accounts to a specific reporting category. You use report categories to group General Ledger accounts together and then report on them. They are used if you need to create a more complex set of financial reports, and you need additional financial categories over and above the standard account types.
ReportingTreeUnitPath	A reporting tree unit in the format : Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	N	Reporting Trees are used to achieve organizational reporting. It allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **AccountID** argument allowing you to filter on Account Numbers.
- 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 an **Actual** formula could be:

```
=-GLActualPastel($C$3,,$C$4,$D$8,$A11)
```

The screenshot shows an Excel spreadsheet with an 'Income Statement' table. The table has columns for Company, Software Sales, and Year. The 'Software Sales' column is highlighted in green. A 'Function Arguments' dialog box is open, showing the arguments for the GLActualPastel function: Company (\$C\$3), Account (blank), Year (\$C\$4), Period (\$D\$8), and FinancialCategory (\$A11). The dialog box also shows the formula result as 0.00 and a 'Help on this function' link.

Actual YTD Formula

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

Description

The **Actual YTD** 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

```
=GLActualYTDPastel(Company,Account,Year,Period,FinancialCategory,ReportingCategory,ReportingTreeUnitPath)
```

The **Actual YTD** formula syntax has the following arguments:

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Company	A company name retrieved from the General Ledger.	N	It filters the General Ledger accounts being referenced to one or more specific companies.
Account	The Account ID from the Accounts list retrieved from the General Ledger.	N	Used to reference one or more General Ledger accounts for which values must be returned. Supports accounts, <u>account ranges</u> , account <u>wildcards</u> & account <u>addition/subtraction</u> .
Year	The fiscal year to return data on. The default is the current year.	Y	It filters the General Ledger accounts being referenced to a specific fiscal period. 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.
Period	The period to return data on. The default is the current period.	Y	It filters the General Ledger accounts being referenced to a specific period. A period is the operating cycle of a company for which accounting information is collected and reported.
FinancialCategory	The financial category to filter on.	N	It filters the General Ledger category code being referenced to a specific code. Financial categories represent the different sections of financial statements such as Assets and Liabilities.
ReportingCategory	The reporting category to filter on.	N	It filters the General Ledger accounts to a specific reporting category. You use report categories to group General Ledger accounts together and then report on them. They are used if you need to create a more complex set of

Filter

What needs to be filled in?

Mandatory

What is the purpose of the filter?

ReportingTreeUnitPath

A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales

N

financial reports, and you need additional financial categories over and above the standard account types.

Reporting Trees are used to achieve organizational reporting. It allows the account filter rule within one of a reporting tree's units to be applied to the formula.

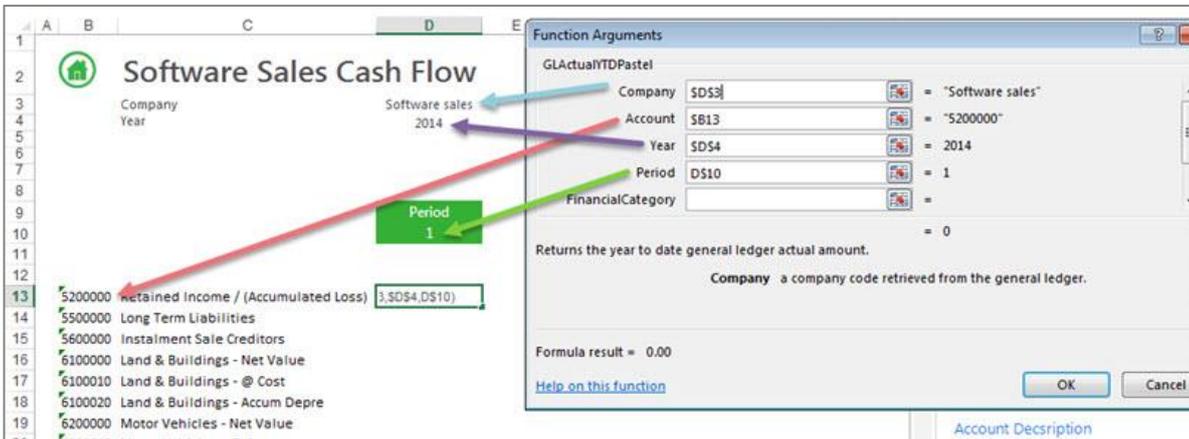
Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers.
- 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 an **Actual YTD** formula could be:

```
=GLActualYTDPastel($D$3,$B13,$D$4,D$10)
```



Budget Formula

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

Description

The **Budget** 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

```
=GLBudgetPastel(Company,Account,Year,Period,FinancialCategory,ReportingCategory,ReportingTreeUnitPath)
```

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Company	A company retrieved from the General Ledger.	N	It filters the General Ledger accounts being referenced to one or more specific companies.
Account	The Account from the Accounts list retrieved from the General Ledger.	N	Used to reference one or more General Ledger accounts for which values must be returned. Supports accounts, <u>account ranges</u> , account <u>wildcards</u> & account <u>addition/subtraction</u> .
Year	The fiscal year to return data on. The default is the current year.	Y	It filters the General Ledger accounts being referenced to a specific fiscal period. 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.
Period	The period to return data on. The default is the current period based on today's date.	Y	It filters the General Ledger accounts being referenced to a specific period. A period is the operating cycle of a company for which accounting information is collected and reported.
FinancialCategory	The financial category to filter on.	N	It filters the General Ledger category code being referenced to a specific code. Financial categories represent the different sections of financial statements such as Assets and Liabilities.
ReportingCategory	The reporting category to filter on.	N	It filters the General Ledger accounts to a specific reporting category. You use report categories to group General Ledger accounts together and then report on them. They are used if you need to create a more complex set of

financial reports, and you need additional financial categories over and above the standard account types.

ReportingTreeUnitPath	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	N	Reporting Trees are used to achieve organizational reporting. It allows the account filter rule within one of a reporting tree's units to be applied to the formula.
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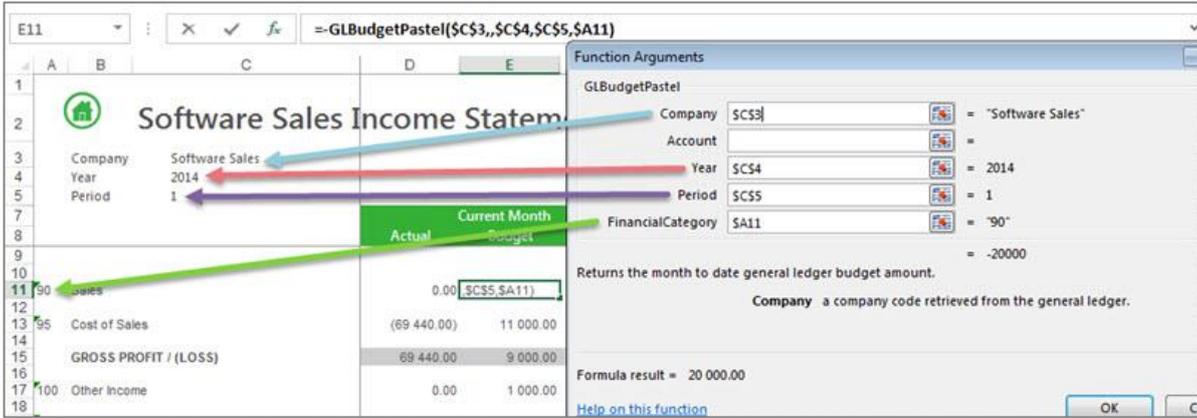
Remarks

- 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 **Account** argument allowing you to filter on Account Numbers.
- 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 **Budget** formula could be:

```
=-GLBudgetPastel($C$3,,$C$4,$C$5,$A11)
```



Budget YTD Formula

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

Description

The **Budget YTD** 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

```
=GLBudgetYTDPastel(Company,Account,Year,Period,FinancialCategory,ReportingCategory,ReportingTreeUnitPath)
```

The **Budget YTD** formula syntax has the following arguments:

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Company	A company retrieved from the General Ledger.	N	It filters the General Ledger accounts being referenced to one or more specific companies.
Account	the Account from the Accounts list retrieved from the General Ledger.	N	Used to reference one or more General Ledger accounts for which values must be returned. Supports accounts, <u>account ranges</u> , account <u>wildcards</u> & account <u>addition/subtraction</u> .
Year	The fiscal year to return data on. The default is the current year.	Y	It filters the General Ledger accounts being referenced to a specific fiscal period. 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.
Period	The period to return data on. The default is the current period based on today's date.	Y	It filters the General Ledger accounts being referenced to a specific period. A period is the operating cycle of a company for which accounting information is collected and reported.
FinancialCategory	The financial category to filter on.	N	It filters the General Ledger category code being referenced to a specific code. Financial categories represent the different sections of financial statements such as Assets and Liabilities.
ReportingCategory	The reporting category to filter on.	N	It filters the General Ledger accounts to a specific reporting category. You use report categories to group General Ledger accounts together and then report on them. They are used if you need to create a more complex set of financial reports, and

Filter

What needs to be filled in?

Mandatory

What is the purpose of the filter?

ReportingTreeUnitPath

A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales

N

you need additional financial categories over and above the standard account types.

Reporting Trees are used to achieve organizational reporting. It allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers.
- 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 **Budget YTD** formula could be:

`=-GLBudgetYTDPastel(C3,,C4,C5,$A11)`

The screenshot shows a worksheet titled "Software Sales I" with columns for "Actual" and "YTD Budget". A formula bar at the top displays `=-GLBudgetYTDPastel(C3,,C4,C5,$A11)`. A "Function Arguments" dialog box is open, showing the following arguments:

- Company: SC53 (linked to cell C3)
- Account: (empty)
- Year: SC54 (linked to cell C4)
- Period: SC55 (linked to cell C5)
- FinancialCategory: SA11 (linked to cell A11)

The dialog also shows a description: "Returns the year to date general ledger budget amount." and a "Formula result = 20 000.00".

Current Year Formula

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

Description

The **Current Year** 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

```
=CurrentYearPastel(CompanyName)
```

The **Current Year** formula syntax has the following argument:

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter ?
Company	A company name retrieved from the General Ledger.	Y	It filters the General Ledger accounts being referenced to one or more specific companies.

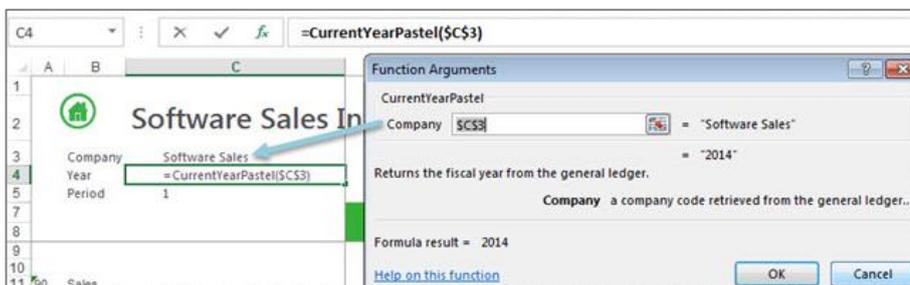
Remarks

- 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.

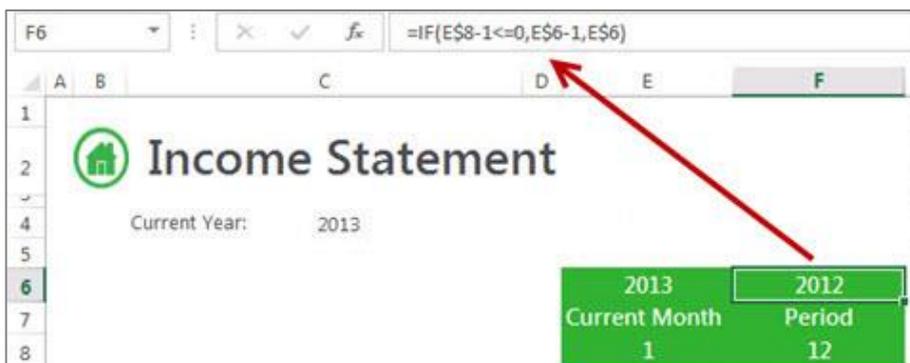
Example

An example of a **Current Year** formula could be:

```
=CurrentYearPastel($C$3)
```



The **Current Year** 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 **Current Period** formula in Microsoft Excel. The **Current Period** formula is made available in Microsoft Excel by the Report Designer.

Description

The **Current Period** 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

```
=CurrentPeriodPastel(CompanyName)
```

The Current Period formula syntax has the following arguments:

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Company	A company name retrieved from the General Ledger.	Y	It filters the General Ledger accounts being referenced to one or more specific companies. The company name you have selected in the Task Pane lists is automatically placed into the formula.

Remarks

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

Example

An example of a Current Period formula could be:

```
=CurrentPeriodPastel($C$3)
```

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1			
2			Software Sales In
3	Company		Software Sales
4	Year		2014
5	Period		=CurrentPeriodPastel(\$C\$3)
6			
7			
8			
9			
10			
11	90	Sales	

The 'Function Arguments' dialog box for the CurrentPeriodPastel function is open, showing the following details:

- Function: CurrentPeriodPastel
- Company: \$C\$3 (with a dropdown arrow) = "Software Sales"
- Returns the current period from the general ledger.
- Company: a company code retrieved from the general ledger..
- Formula result = 1
- Buttons: OK, Cancel

This is especially useful when reporting on the current period as well as prior periods. The **Current Period** 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 in cell **D8** has been used to work out which periods to report on prior to it.

	A	B	C	D	E	F
1						
2			Income Statement			
3						
4		Current Year:	2013			
5						
6				2013		
7				Current Month	Period	
8				1	12	
9						
10		9 Revenue				2 675 459.32

Account Description Formula

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

Description

The **Account Description** formula returns the account description 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

```
=GLAccDescPastel(Company,AccountNumber)
```

The **Account Description** formula syntax has the following argument:

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Company	A company name retrieved from the General Ledger.	Y	It filters the General Ledger accounts being referenced to one or more specific companies. The company name you have selected in the Task Pane lists is automatically placed into the formula.
AccountNumber	The Account number from the Accounts list retrieved from the General Ledger.	Y	Used to reference one or more General Ledger accounts for which values must be returned. Supports accounts, <u>account ranges</u> , account <u>wildcards</u> & account <u>addition/subtraction</u> .

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 an **Account Description** formula could be:

```
=GLAccDescPastel($D$3,$B15)
```

