Business Intelligence Centre Standard Reports

Sage Evolution
by Sage Pastel

Get 19 ready-to-use reports that give you immediate insight into and across your business. Delivered in the familiar environment of Microsoft Excel®, the reports are fully customizable, and flexible with drill-down capabilities. You can access them at any time or have them delivered, real-time, from your Sage Evolution software to Microsoft Excel®, in the format of your choice. It's as simple as that!

Report Name	Description	Business Benefits
Dashboard Customers	The Dashboard Customers report template Displays summarized Financials and Customer Sales for the current month and Year to date which are split onto two different layouts. It contains both text and graphics to help with daily and long-term planning. In addition, comparative Profit and Loss figures are displayed for both the current month and year-to-date figures. This report allows you to easily drill down to get further insights into the Customer data. 	**Real-time** Provides a real-time overview of the overall health of the business at a glance. **Consolidation of data** Delivers critical information in one place to help business owners make better, faster, and smarter decisions for a significant competitive advantage. **Ease of Use** Can be generated at the click of a button – no copying, cutting and pasting of data from different sources. **Ready for Distribution** It can be scheduled, published to the web, and shared via e-mail to relevant people in the organization - putting critical information at their fingertips thereby improving collaboration and productivity. **Customizable** It can be customized to suit the unique requirements of a particular organization, providing access to real-time business information, even across multiple companies, divisions, and databases, to improve business decisions.
Dashboard	The Dashboard Products report template Displays summarized Financials and Product Sales for the current month and	**Real-time**

Products	Year to date which are split into two different layouts. It contains both text and graphics to help with daily and long-term planning. In addition, comparative Profit and Loss figures are displayed for both the current month and year-to-date figures. This report allows you to easily drill down to get further insights into the data.	Provides a real-time overview of the overall health of the business at a glance. **Consolidation of data** Delivers critical information in one place to help business owners make better, faster, and smarter decisions for a significant competitive advantage. **Ease of Use** Can be generated at the click of a button – no copying, cutting and pasting of data from different sources. **Ready for Distribution** It can be scheduled, published to the web, and shared via e-mail to relevant people in the organization - putting critical information at their fingertips thereby improving collaboration and productivity. **Customizable** It can be customized to suit the unique requirements of a particular organization, providing access to real-time business information, even across multiple companies, divisions, and databases, to improve business decisions.

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Dashboard Analysis	The Dashboard Analysis report template displays Daily Sales Snapshot displaying the Top 10, Customers, Products and sales Representatives for the Day, and also displaying the sales per day for the last 5 days. It contains both text and graphics to help with daily and long-term planning. In addition, comparative Profit and Loss figures are displayed for both the current month and year-to-date figures. This report allows you to easily drill down to get further insights into the Customer data. 	**Real-time** Provides a real-time overview of the overall health of the business at a glance. **Consolidation of data** Delivers critical information in one place to help business owners make better, faster, and smarter decisions for a significant competitive advantage. **Ease of Use** Can be generated at the click of a button – no copying, cutting and pasting of data from different sources. **Ready for Distribution** It can be scheduled, published to the web, and shared via e-mail to relevant people in the organization - putting critical information at their fingertips thereby improving collaboration and productivity. **Customizable** It can be customized to suit the unique requirements of a particular organization, providing access to real-time business information, even across multiple companies, divisions, and databases, to improve business decisions.

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Sales Master	Displays pertinent sales information including item sales quantities, costs and gross profits by customer and item. Displays Quantity, Cost, Selling Price, GP and GP% grouped by Sales Rep, Customer and Product with an option to select a month and year at runtime. Includes Document numbers and dates for all sales related transactions. Similar to other reports, additional elements can be added to the PivotTable for further manipulation and analysis.	**Comprehensive** All your sales reporting requirements solved within one report. **Flexible** Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use. **Powerful and Simple** Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing sales regions side by side or analyzing sales performance by sales representative. **Timesaving** Gives selling time back to the sales team by allowing them to access this report on-demand and get up-to-date information immediately instead of relying on IT or spending time collating and updating reports in Excel. Enables the sales team to analyze buying behaviors, identify up- and cross-selling opportunities and spend more time chasing prospects.

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Sales Report
For the period from 01 Feb 2009 to 28 Feb 2010

SalesRepName	(All)
ServiceItem	(All)
JobCode	(All)
ProjectCode	(All)
WarehouseName	(All)
ItemGroup	(All)
DebtorsGroup	(All)

Customer Code Name	Customer Name Linked	Description	Quantity	Unit Cost	Total Cost	Total Sales	Gross Profit	GP%
AAK101325 - Test Customer			18.25	4 259.51	77 736.14	83 052.10	5 315.96	6.40
	Test Customer	AL T/TABOR	18.25	4 259.51	77 736.14	83 052.10	5 315.96	6.40
AAP126595 - Test Customer			121.74	28 865.47	585 155.31	601 688.24	16 532.93	2.75
	Test Customer	AL M/PRFL	101.41	24 733.89	501 160.36	515 512.42	14 352.06	2.78
		AL PROFILE ATT	20.33	4 131.58	83 994.95	86 175.82	2 180.87	2.53
AAR101321 - Test Customer			40.50	14 123.75	286 005.90	304 701.76	18 695.86	6.14
	Test Customer	AL M/PRFL	40.50	14 123.75	286 005.90	304 701.76	18 695.86	6.14
ABM101053 - Test Customer			383.76	55 027.87	1 110 213.67	377 375.45	-732 838.22	-194.19
	Test Customer	CU CABLE	373.24	52 012.33	1 078 490.19	356 140.83	-722 349.36	-202.83
		USED FOIL	10.52	3 015.54	31 723.48	21 234.62	-10 488.86	-49.40
ACE000001 - Test Customer			20.67	4 900.00	101 283.00	108 098.93	6 815.93	6.31
	Test Customer	AL M/PRFL	20.67	4 900.00	101 283.00	108 098.93	6 815.93	6.31

Sales Master

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| Top 10 Product Sales by Customer | Displays Top 10 Products on sales value by customer, with an option to select a date range at runtime. Document details are not included. Includes Quantity and Total Sales.

Similar to other reports, additional elements can be added to the PivotTable for further manipulation and analysis.

 | **Flexible**
Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use.

Powerful and Simple
Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing sales regions side by side or analyzing sales performance by sales representative.

Timesaving
Gives selling time back to the sales team by allowing them to access this report on-demand and get up-to-date information immediately instead of relying on IT or spending time collating and updating reports in Excel. Enables the sales team to analyze buying behaviors, identify up- and cross-selling opportunities and spend more time chasing prospects. |

Business Intelligence Centre Standard Reports

Sales by Customer, Group and Area	Summary report displaying Sales values by Customer, Group and Area. Includes a graph by group by area. Includes an option to select a date range at runtime. Similar to other reports, additional elements can be added to the PivotTable for further manipulation and analysis.	

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Sales By Customer, Group And Area
For the period from 01 Feb 2009 to 28 Feb 2010

Customer Name Code	Debtors Group	Area Code	Total Sales Excl	Sales Tax	Total Sales Incl
Test Customer - AAK101325					
	INDIA CUSTOMER	INDIA	83 052.10		83 052.10
Test Customer - AAP126595					
	INDIA CUSTOMER	INDIA	601 688.24		601 688.24
Test Customer - AAR101321					
	INDIA CUSTOMER	INDIA	304 701.76		304 701.76
Test Customer - ABM101053					
	INDIA CUSTOMER	PAKISTAN	377 375.45		377 375.45
Test Customer - ACE000001					
	INDIA CUSTOMER	INDIA	108 098.93		108 098.93
Test Customer - ACM000001					
	INDIA CUSTOMER	INDIA	500 033.84		500 033.84
Test Customer - ACT000001					
	INDIA CUSTOMER	INDIA	80 139.04		80 139.04
Test Customer - ADA000001					
	INDIA CUSTOMER	INDIA	124 688.25		124 688.25
Test Customer - ADA000002					
	FAR EAST CUSTOMERS	MALAYSIA	3 583 655.91		3 583 655.91

► ►| Sales by Customer Group Area / Chart by Group /

Flexible
Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use.

Powerful and Simple
Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing sales regions side by side or analyzing sales performance by sales representative.

Timesaving
Gives selling time back to the sales team by allowing them to access this report on-demand and get up-to-date information immediately instead of relying on IT or spending time collating and updating reports in Excel. Allows the sales team to analyze buying behaviors, identify up- and cross-selling opportunities and spend **more** time chasing prospects.

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Top 10 Customers	Summary report displaying the Top10 Customers in descending order of Sales value for a selected period. Includes an option to select a date range at runtime. Similar to other reports, additional elements can be added to the PivotTable for further manipulation and analysis.	**Flexible** Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft® Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use. **Powerful and Simple** Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing sales regions side by side or analyzing sales performance by sales representative. **Timesaving** Gives selling time back to the sales team by allowing them to access this report on-demand and get up-to-date information immediately instead of relying on IT or spending time collating and updating reports in Excel. Allows the sales team to analyze buying behaviors, identify up- and cross-selling opportunities and spend **more** time chasing prospects.

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Top 10 Customers
For the period from 01 Feb 2009 to 28 Feb 2010

Customer Name Code	Debtors Group	Area Code	Total
Test Customer - BEN126491			
	FAR EAST CUSTOMERS	HK	83 516 031.29
Test Customer - LEA112027			
	INDIA CUSTOMER	INDIA	66 202 949.11
Test Customer - COU000001			
	FAR EAST CUSTOMERS	HK	49 701 757.76
Test Customer - HYD108063			
	EUROPE CUSTOMERS	HOL	48 085 070.34
Test Customer - ELV105022			
	EUROPE CUSTOMERS	HOL	41 650 923.89
Test Customer - OKA115022			
	FAR EAST CUSTOMERS	JAPAN	35 143 969.06
Test Customer - NAN126565			
	FAR EAST CUSTOMERS	CHINA	32 210 594.88
Test Customer - ILJ109045			
	FAR EAST CUSTOMERS	TAIWAN	32 070 462.48
Test Customer - HON126528			
	FAR EAST CUSTOMERS	HK	29 647 612.13

TOP 10 CUSTOMERS

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Sales by Rep by Customer	Summary report displaying Sales values by Rep by Customer for a selected range of 12 months. Includes an option to select one or more sales representatives at runtime and the date range required. Includes an option to select a date range at runtime. Similar to other reports, additional elements can be added to the PivotTable for further manipulation and analysis.

Flexible

Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft® Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use.

Powerful and Simple

Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing sales regions side by side or analyzing sales performance by sales representative.

Timesaving

Gives selling time back to the sales team by allowing them to access this report on-demand and get up-to-date information immediately instead of relying on IT or spending time collating and updating reports in Excel. Allows the sales team to analyze buying behaviors, identify up- and cross-selling opportunities and spend **more** time chasing prospects.

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| Inventory Master | Displays stock on hand quantity and value, over/under stocked quantity and value; reorder levels grouped by warehouse, per Group and item code. The report can be run for one or more warehouses and excludes items where the Quantity on Hand and Under stocked is zero.

The report can easily be filtered by item number and location or additional fields can be dragged and dropped into the report, using standard Excel PivotTable pivot table functionality for further analysis.

 | **Flexible**
Easily filtered to view the data according to the user's preference, e.g. Warehouse, product line, item.

Users have the flexibility to group and compare data to enable analysis that is appropriate for their requirements.

Customizable
Can be customized for in depth analysis of inventory by warehouse and/or product line to help you better manage your inventory levels and allow business owners / buyers / stock controllers to:

• forecast consumption of goods for the near future
• determine stock requirements with respect to seasonal fluctuations
• measure statistics such as inventory turns
• highlight inefficiencies in inventory management |

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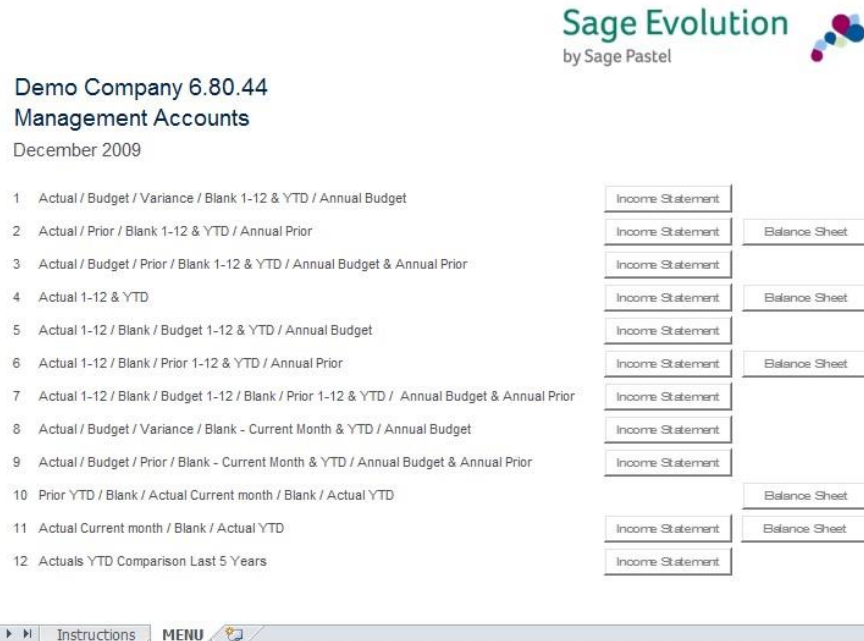| Purchase Master | Displays Quantity and Purchase values grouped by Supplier per Product for a selected date range. Includes document details

Lists relevant purchase cost information by supplier and item number for any given date range and can be filtered by Item Group, Project Code, Service Item or Warehouse Name.

 | **Comprehensive**
All your purchasing reporting requirements solved within one report.

Powerful and Simple
Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing warehouses, divisions, product lines side by side for detailed or summarized analysis.
Helps to identify vendors with whom volume discounts or faster delivery times can potentially be negotiated.

Flexible
Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use.

Customizable
Fully customizable e.g.
• add additional elements to the PivotTable for further manipulation and analysis
• easily create top N views e.g. Top 5 Suppliers or graphical views of your data using standard Excel graphs or Pivot Charts |
| **Management Pack** | Powerful Financial Report templates are available out of the box, offering 16 different report layouts (11 Income Statement & 5 Balance Sheet Layouts) to generate comparative balance sheets and/or income statements for any specified financial year, period, quarter, and budget.

The report layouts within this report are neatly presented and readily customizable in Microsoft Excel® allowing users the | **Timesaving**
Saves bookkeepers and accountants hours of manual manipulation each month by automating the month-end financial reporting processes. |

ability to insert their own rows and columns, add their own formulas, customize account groupings and format their layouts exactly as they wish to see them. These customizations can be preserved in that format for future use.

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Demo Company 6.80.44
Management Accounts

December 2009

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

▶ ▶| Instructions   MENU

Income Statement – Actual vs. Budget & Variance
Displays balances per General Ledger account number per financial period for the current financial year, previous year and current budget year.

Income Statement - Comparative Financial Report - Actual vs. Prior
Displays balances per General Ledger account number per financial period for the current and prior financial year by month and YTD.

Income Statement - Comparative Financial Report - Actual vs. Budget vs. Prior
Displays balances per General Ledger account number per financial period for the current financial year actual, budget and prior financial year by month.

Income Statement – Comparative Financial Report – Actual vs. Budget
Displays balances per General Ledger account number per financial period for the current financial year by quarter, displaying actual, budget, variance %.

Enables faster, fact-based decision making based on the business essentials of cash flow, profitability and growth.

Allows for:
- Real-time analysis of expenses and major streams of operating revenues of the company
- An up-to-date, automated snapshot of a company's assets, liabilities and shareholders' equity in a presentable format, at any time, without the need for time-consuming manipulation of data in Excel.

Accuracy
Real-time data drawn directly from source eliminates human error and provides information in the familiar face of Excel which is trusted, secure and up-to-date.

Ease of Use
Allows accountants to prepare financial statements for government compliance or bank loans easily. The financial information required is now in one place and accountants can easily customize the templates without a report consultant to present the reports in a professional manner.

Flexible
Provides flexibility to business owners and/or managers by offering different views of the data, depending on how they wish to have it presented or what they need to analyze. Comparative balance sheets and/or income

Income Statement – Actual & YTD
Displays balances per General Ledger account number per financial period for the current financial year by month.

Income Statement – Comparative Financial Report – Actual vs. Budget & YTD
Displays balances per General Ledger account number per financial period for the current financial year, displaying actual monthly and budget monthly and the YTD.

Income Statement – Comparative Financial Report – Actual vs. Prior & YTD
Displays balances per General Ledger account number per financial period for the current financial year, displaying actual monthly and prior financial year displayed monthly and the YTD comparison.

Income Statement – Comparative Financial Report – Actual vs. Budget vs. Prior
Displays balances per General Ledger account number per financial period for the current financial year, displaying actual monthly and budget monthly and prior financial year displayed monthly and the YTD comparison of the three.

Income Statement – YTD Comparison for last 5 Years
Displays balances per General Ledger account number per financial period for the current YTD, and 4 prior YTD's.

Balance Sheet – Actual & Prior YTD
Displays balances per General Ledger account number per financial period for the current financial year and previous financial year.

Balance Sheet – Actual & YTD
Displays balances per General Ledger account number for the current financial year by month and YTD

Balance Sheet - Comparative Financial Report - Actual vs. Prior
Displays balances per General Ledger account number per financial period for the current and prior financial year by month.

Balance Sheet – Prior YTD vs. Actual Current Month and YTD
Displays the opening balance for the current financial year and prior YTD and the balance for the current month and the YTD.

Balance Sheet – Actual Current Month and YTD
Displays the opening balance for the current financial year and the balance for the current month and the YTD.

statements can be generated for any specified financial year, period, quarter, and budget.

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

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

Drill Downs
Users can drill down to GL transactions on-the-fly within Microsoft Excel® to quickly access details and understand immediately what makes up the numbers.

| Excel Genie Financial Report	These reports require an active Excel Genie site license.	**Excel Genie Enabled**

These reports require an active Excel Genie site license.

This report generates an Excel Genie enabled workbook with raw financial data and enables use of the unique Excel Genie interface launched from within Microsoft Excel®; this can then be used to transform the raw financial data into powerful report layouts.

The drag and drop style interface makes it very simple to define new customized layouts with multi-level groupings. It also allows column and page level groupings by any field such as Segments, Companies, or Regions.

Five predefined layouts are provided with the Excel Genie for the easy generation of customized income statements and balance sheets.
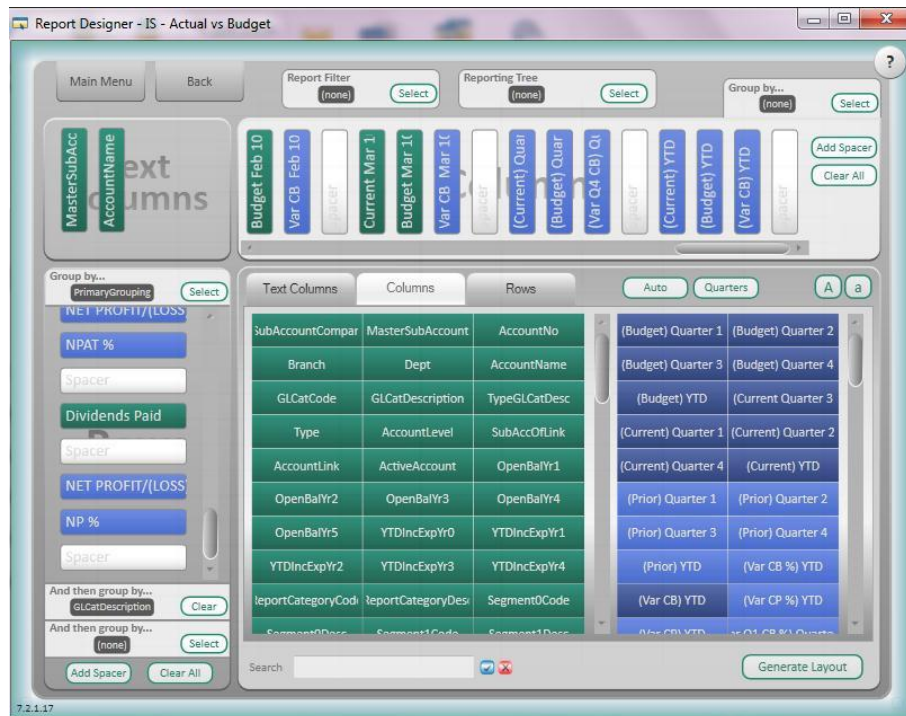
Excel Genie Enabled
Gain access to the powerful and simple Excel Genie software with this report. The Excel Genie's 'What-If Analyzer' feature can quickly simulate how future scenarios may impact the bottom line, making it a useful scenario planning tool.

Timesaving
Pre-defined financial layouts and calculations are real time-savers and eliminate the need for an advanced understanding of Microsoft Excel formulas and functions.
Newly added accounts and updated data can be refreshed in existing financial report layouts at the click of a button.

Ease of use
Advanced financial reports can quickly and easily be set up by the user, without having to rely on IT, to include meaningful aggregated prior, actual and budget figures, providing invaluable detail for better decision making.

Flexible
Caters for segmented general ledgers, consolidations and column-based reporting.

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Top 10 Suppliers	Displays Top 10 Purchase values grouped by Supplier for a selected date range.	**Comprehensive** All your purchasing reporting requirements solved within one report. **Powerful and Simple** Allows for comparative analysis using drag-and-drop functionality in PivotTables. **Flexible** Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Microsoft Excel® to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs etc. These different views can then be saved for re-use. **Customizable** Fully customizable e.g. • add additional elements to the PivotTable for further manipulation and analysis • easily create top N views e.g. Top 5 Suppliers or graphical views of your data using standard Excel graphs or Pivot Charts

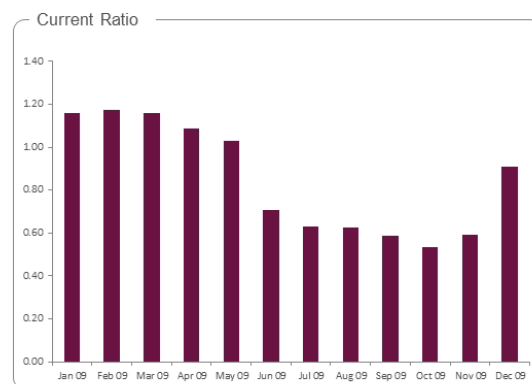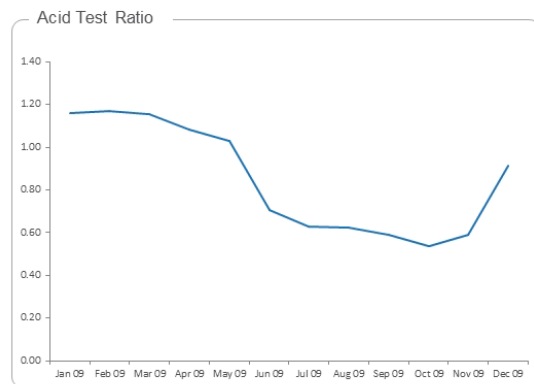# Business Intelligence Centre Standard Reports

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Financial Ratios	Financial ratios report allows you to evaluate the overall financial condition of your organization.	Compare the strengths and weaknesses in various companies/ divisions with financial ratios.
		Simplifies the comprehension of financial statements
		Helps in planning and forecasting