Sage Evolution version 7.0 Intelligence Reporting

Report Designer User Guide

12/2013

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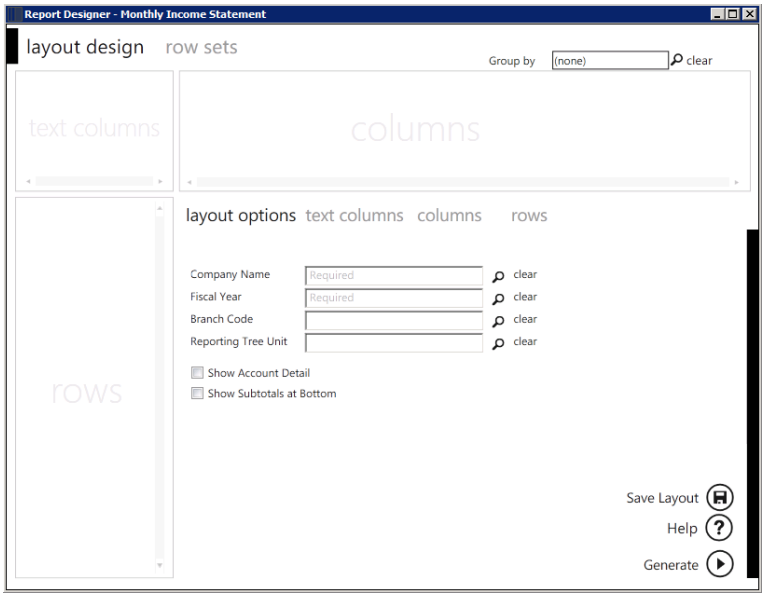
1.0 Report Designer Overview

1.1 About the Report Designer

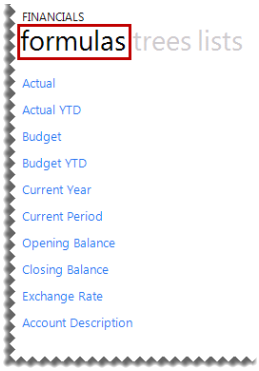
The Sage Intelligence Report Designer makes reporting simple, flexible and fast by giving you the ability to customize your financial report layouts instantly. It is recommended for finance professionals and executives who need to create financial reports on a regular basis. In the Report Designer, the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

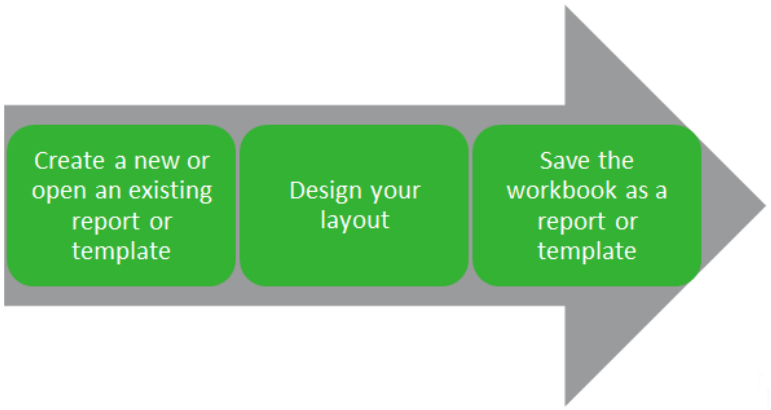


For those professionals who want to have complete control of their report layout and who are familiar with Microsoft Excel, the task pane allows a completely customized layout to be designed using Microsoft Excel's powerful functionality.



1.2 The Report Designer Process

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

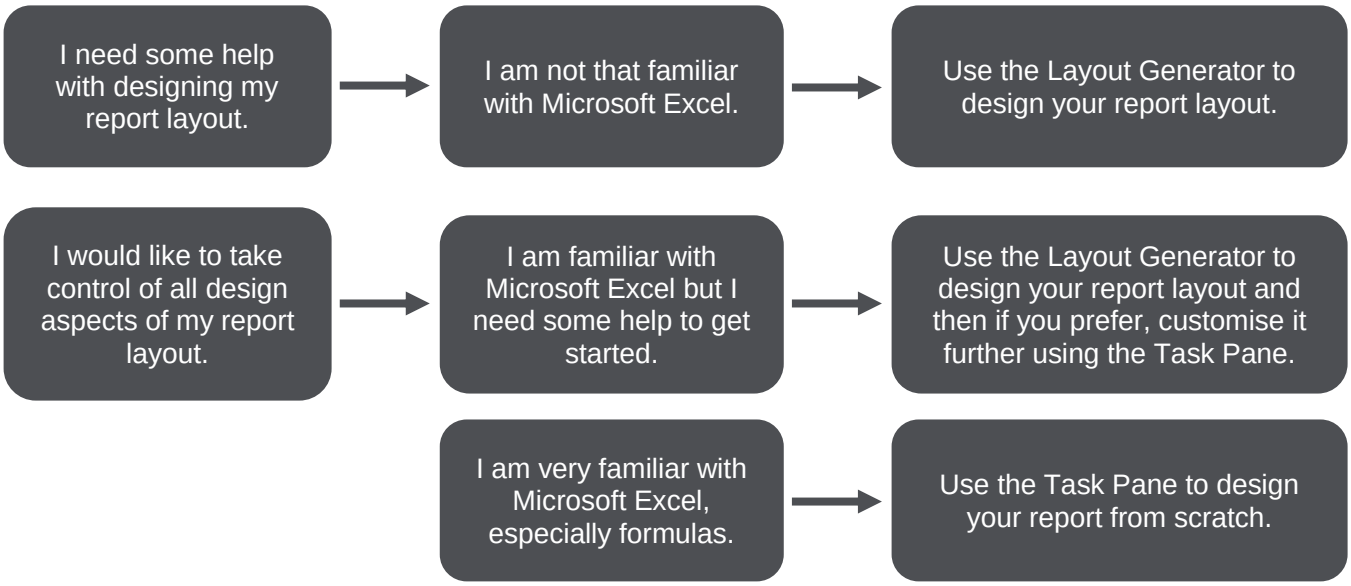


The Report Designer extracts information from your Sage Evolution General Ledger. It then uses your customized report columns and rows to produce professional reports that are customized to suit your organization's requirements.

1.3 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 Microsoft 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 Microsoft Excel and am familiar with 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.

1.4 Accessing and saving reports and templates

1.4.1 Opening Financial Reports and/or Templates

1. In the Sage Intelligence 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 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 Microsoft Excel report or template will open automatically and the Report Designer functions will load.

1.4.2 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.

1.5 The Ribbon

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

The options are as follows:

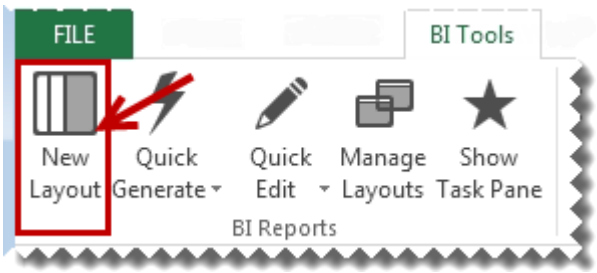
Icon	Group	Label	Description
 New Layout	BI Reports	New Layout	**New Layout** will open the Layout Generator to allow you to design a new report layout.
 Quick Generate	BI Reports	Quick Generate	**Quick Generate** is a drop down menu of all the report layouts previously saved. Instead of selecting the 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.

2.0 Designing Reports using the Layout Generator

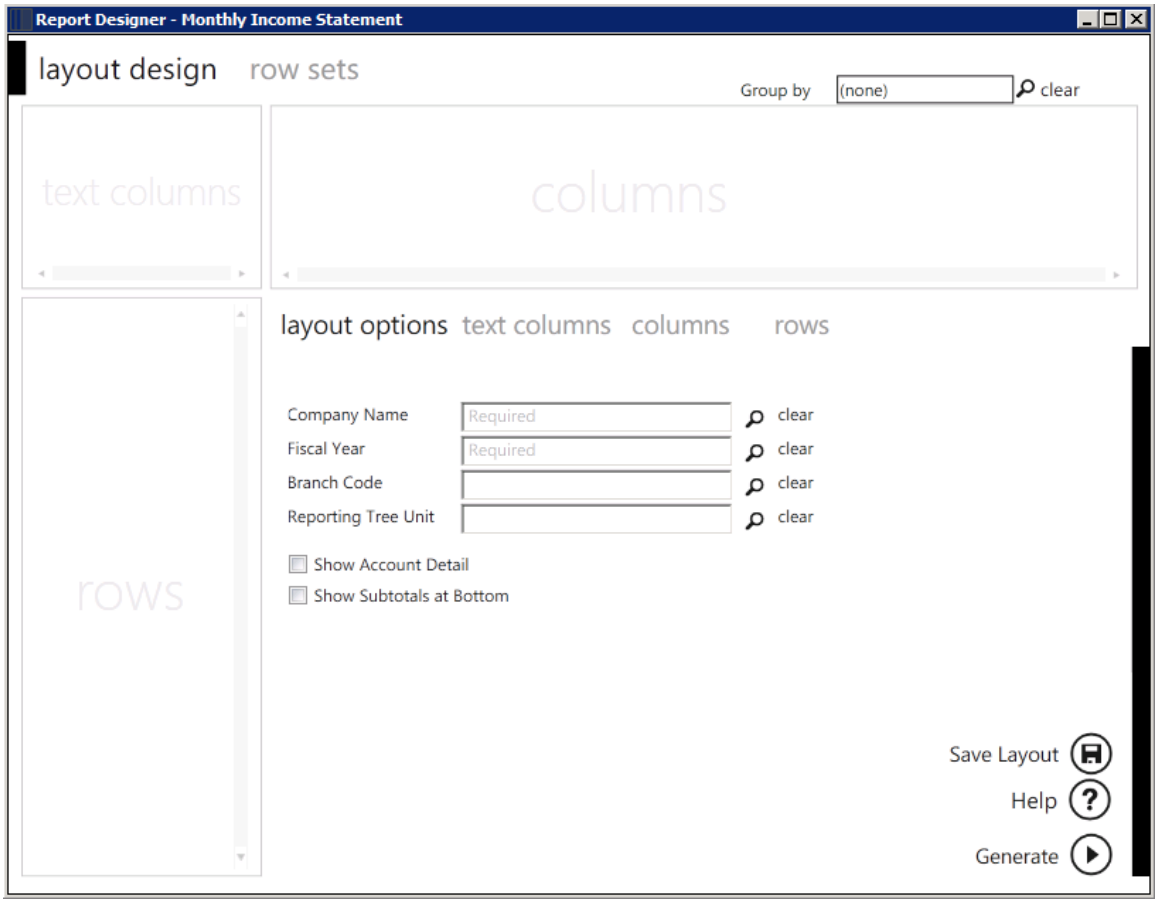
2.1 Accessing the Layout Generator

2.1.1 Accessing the Layout Generator to Design a New Layout

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

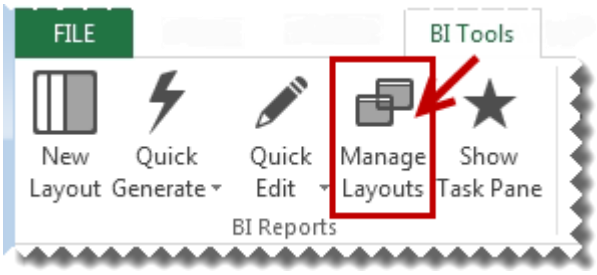


2. A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.
3. Click **OK**. The layout generator will appear.

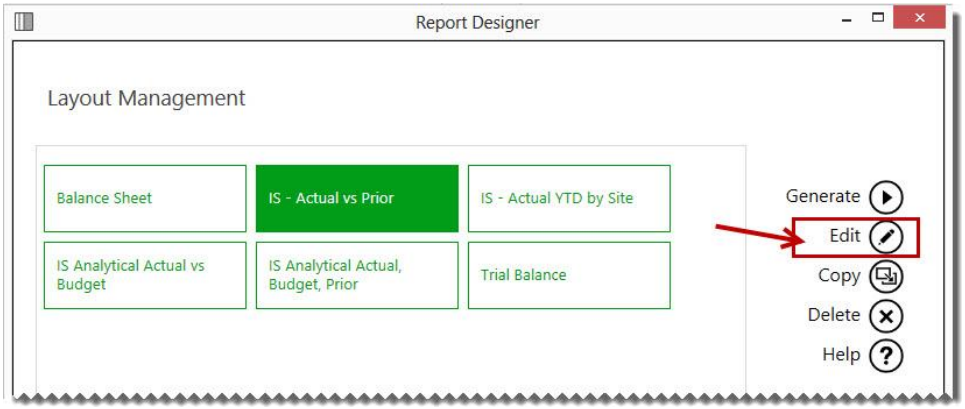


2.1.2 Accessing the Layout Generator to Edit an Existing Layout

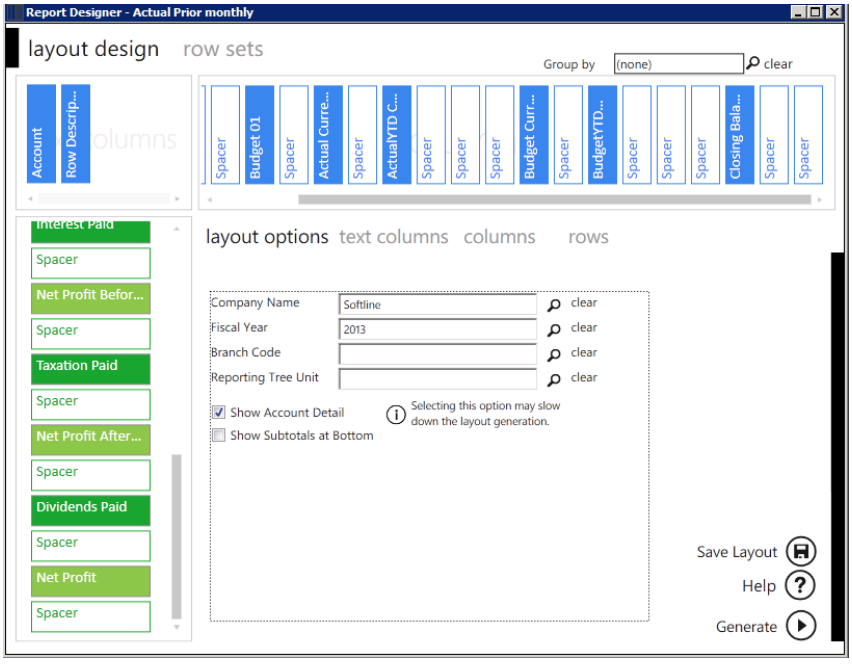
1. On the BI Tools tab, select Manage Layouts.



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



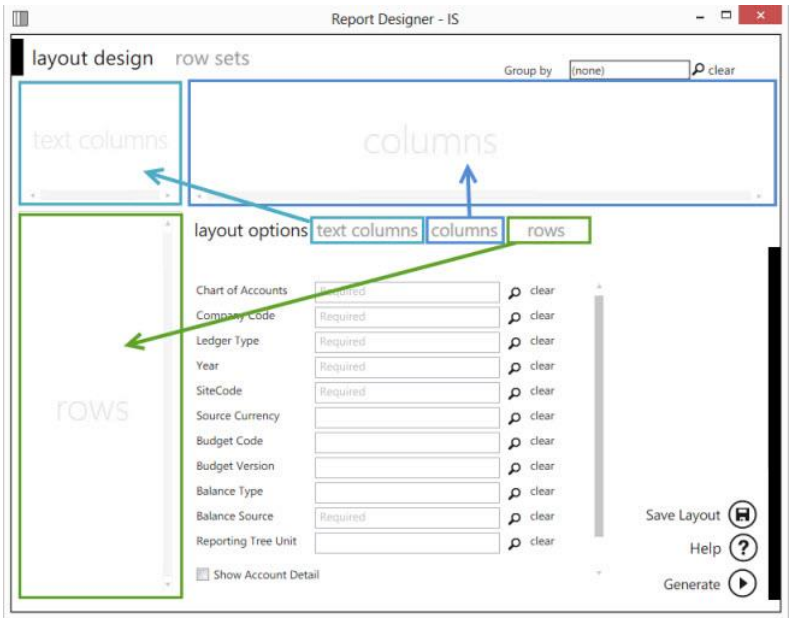
3. The layout generator will appear with the applicable layout configuration you selected.



4. You may now edit your layout.

2.2 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.

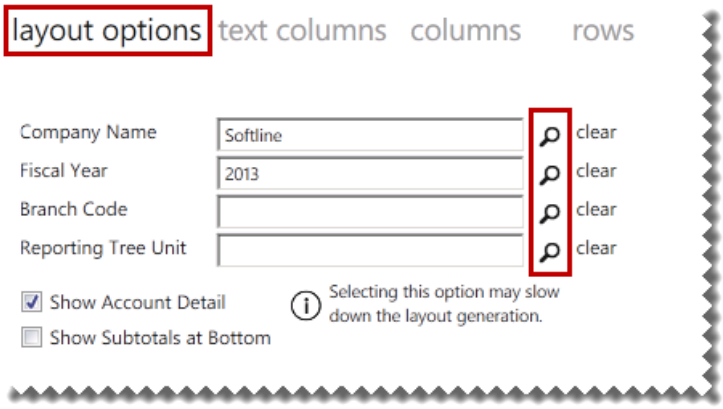


2.2.2 Tab Headings

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

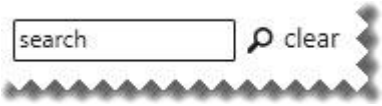
2.2.3 Lookup Values

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



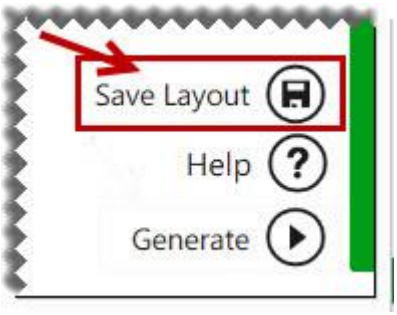
2.2.4 Search

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.



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.

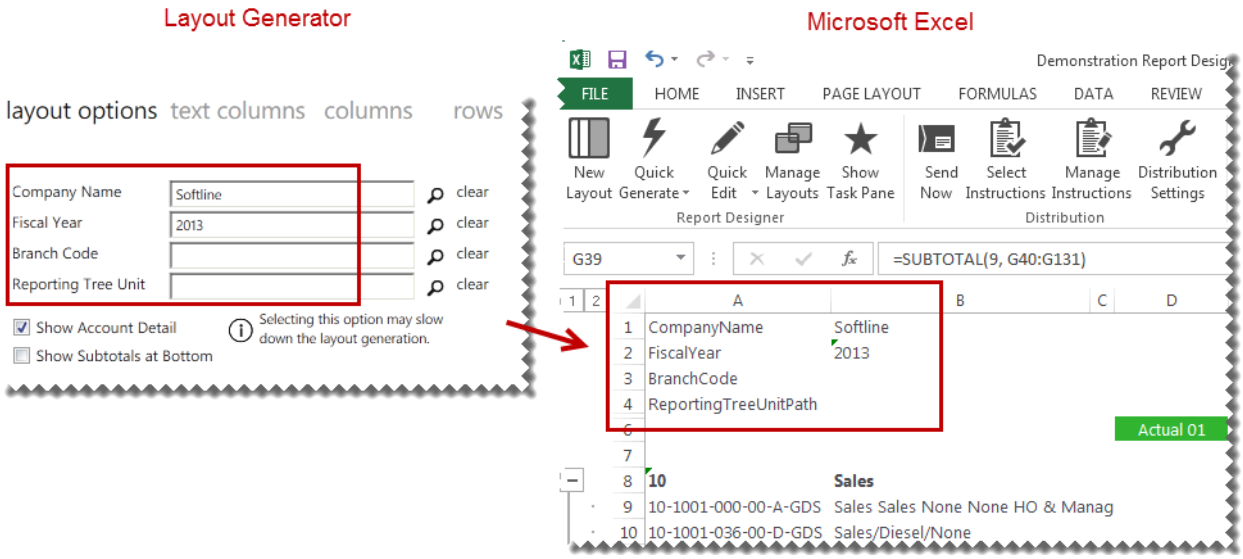
2.3 Designing a New Report Layout

2.3.1 Process to Design a New Report Layout

The process to design a new report layout in the layout generator is as follows:

2.3.2 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 Microsoft 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.

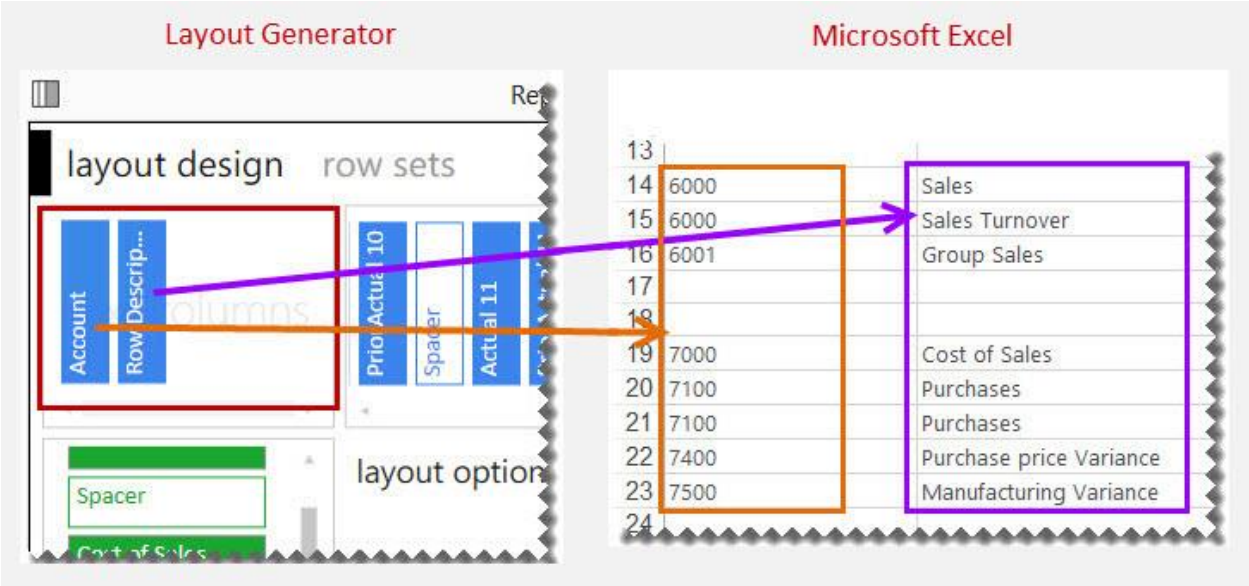
– The Show Account Detail option will be disabled if the number of GL accounts exceeds the allowable limit which prevents Microsoft Excel performance issues, as a result of inserting too many accounts into a single Excel worksheet. If you would like this function to be enabled, consider further filtering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

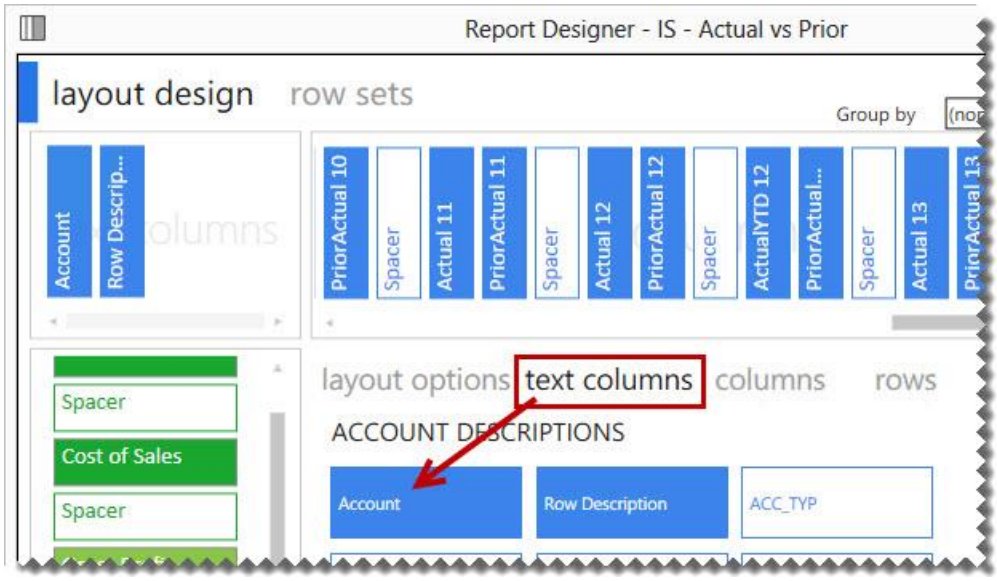
2.3.3 Adding Descriptive Text Columns for Rows

The Text Columns determine the descriptive text of the rows you want to view in your layout. The account number and 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**.

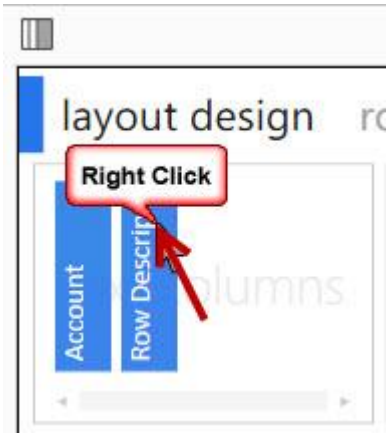


Note: Any new fields will be added to the right of the text column field selected, or the last field, in the Text Columns area of the layout designer. It will also appear in the same order in the Microsoft Excel report layout.

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:

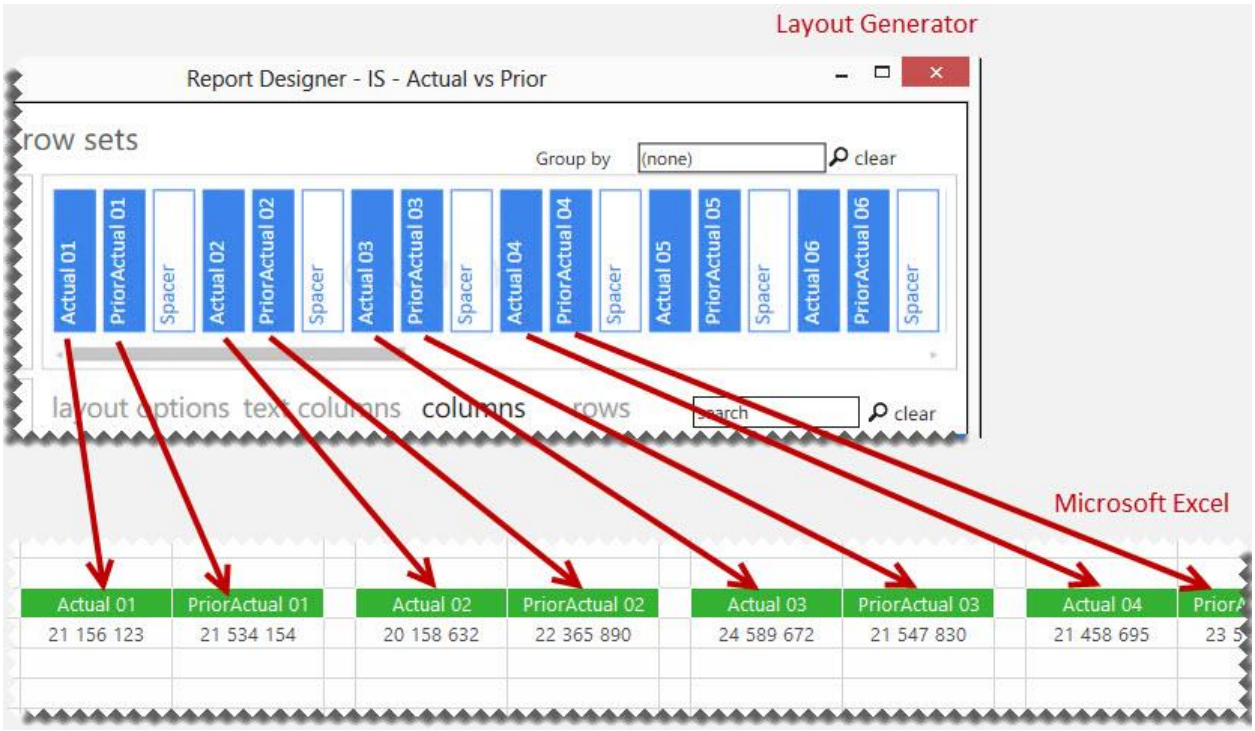
1. Click Clear All.

2.3.4 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.



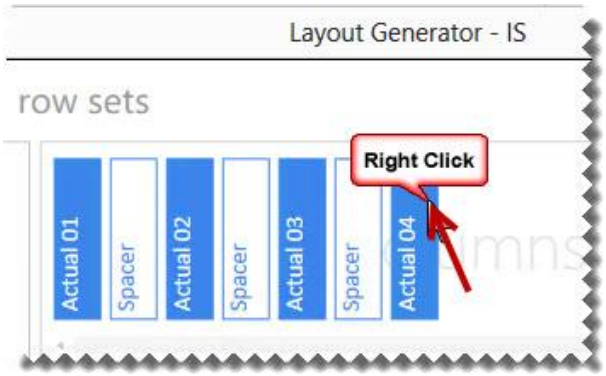
Adding Columns to the Columns Area

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

2. 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

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



To remove all columns, select **Clear All**.

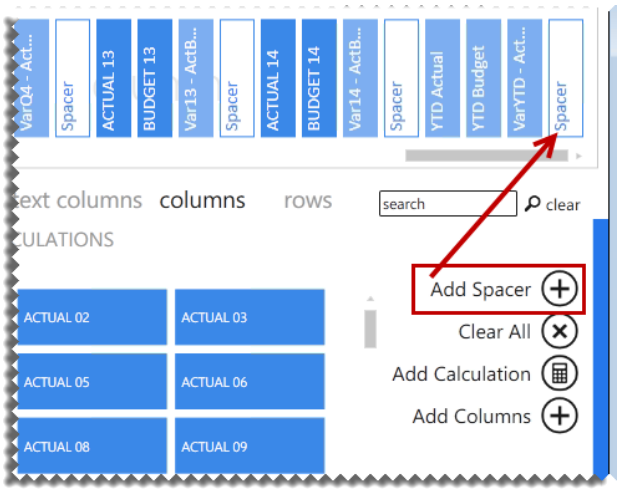
Clearing all of the fields from the Columns area

1. Click Clear All.

Adding a spacer to the Columns area

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

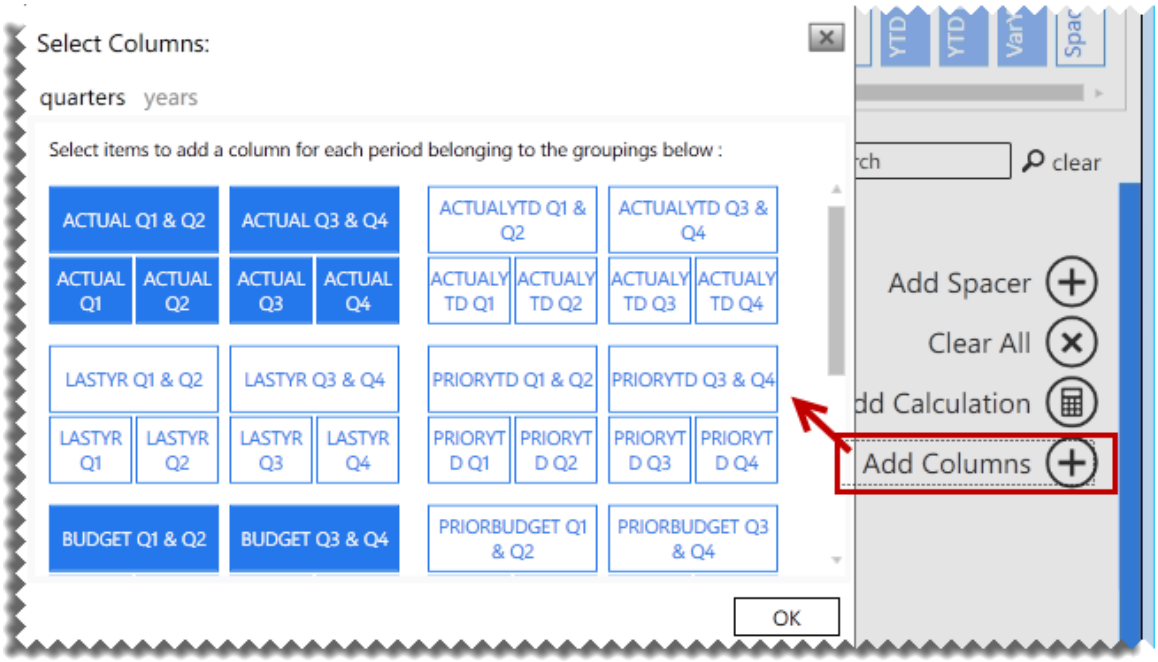
1. Click **Add Spacer**.



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.

1. Select **Add Columns**.



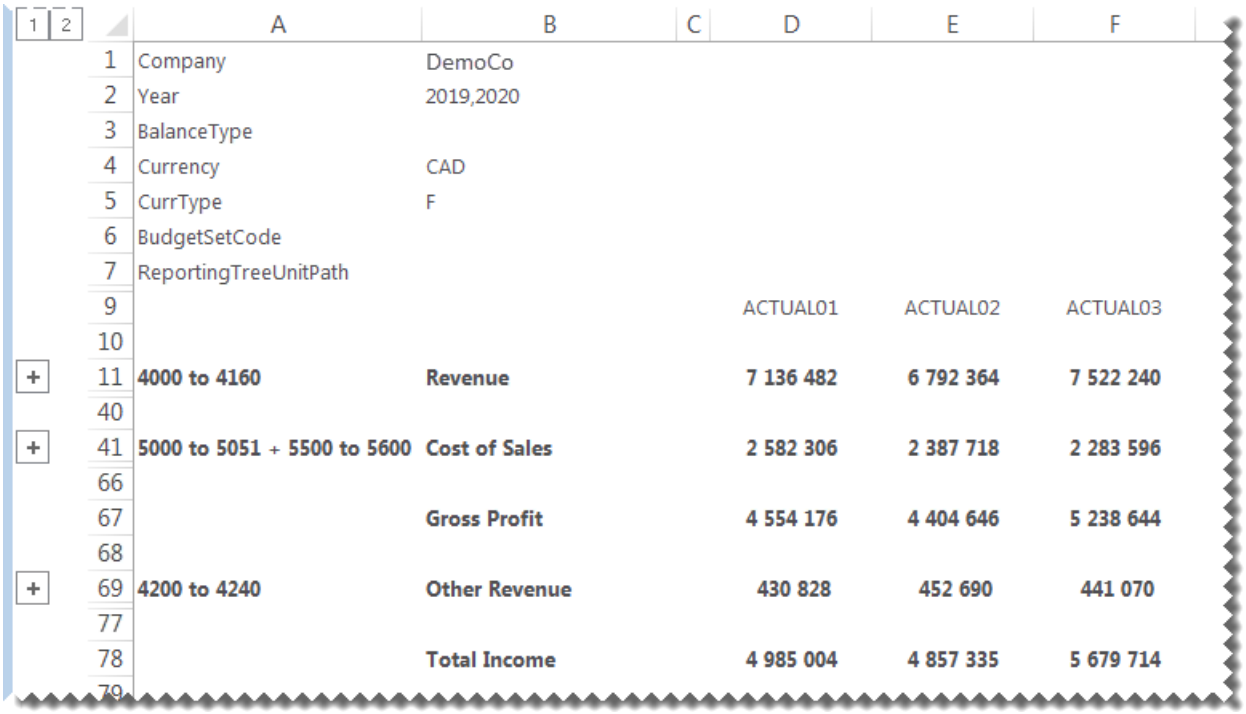
Note: Spacers need to be added manually when columns are added using the Add Multiple selection.

2. Select the required formula column.

Using Column Grouping

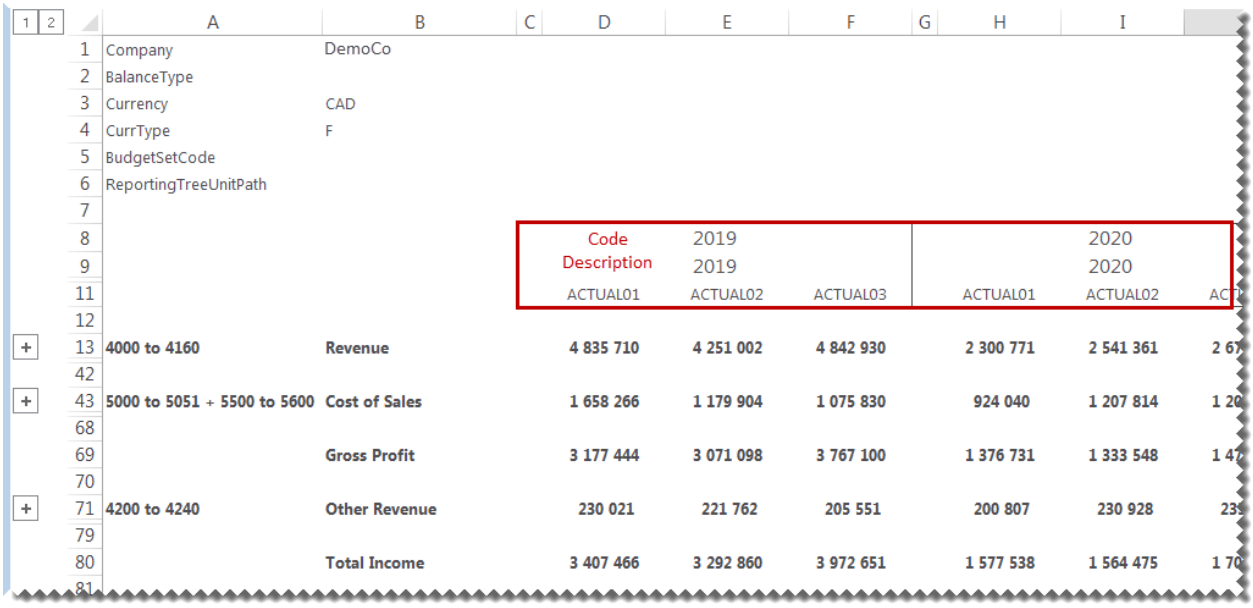
Adding a column group allows you to group multiple columns together under a single common header. This allows you to see quickly which columns fall under similar categories, for example by company, site or fiscal year.

Before adding a column group:



	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**
79						

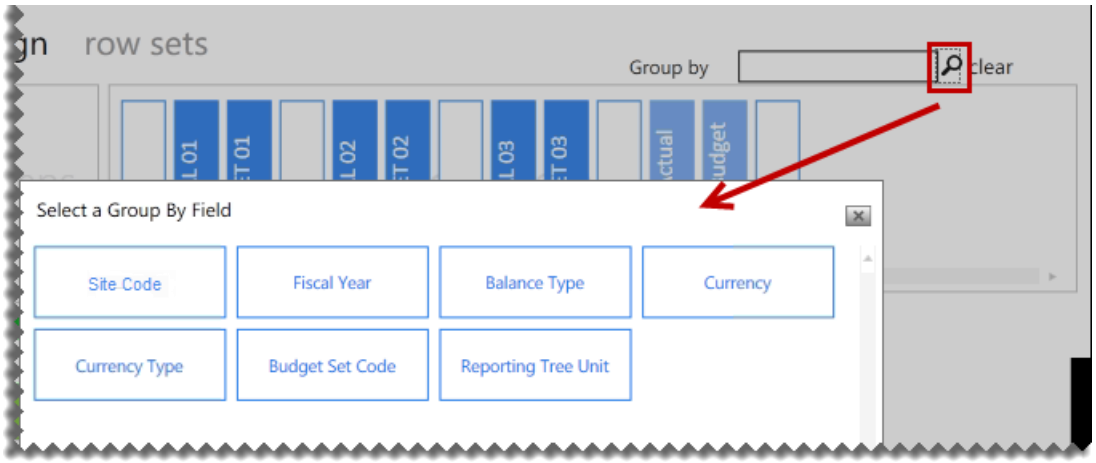
After adding the fiscal year as a column group:



	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**	**2**
79									
80		**Total Income**		**3 407 466**	**3 292 860**	**3 972 651**		**1 577 538**	**1 564 475**	**1 7**
81									

To add a column group:

1. Click the magnifying glass.



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

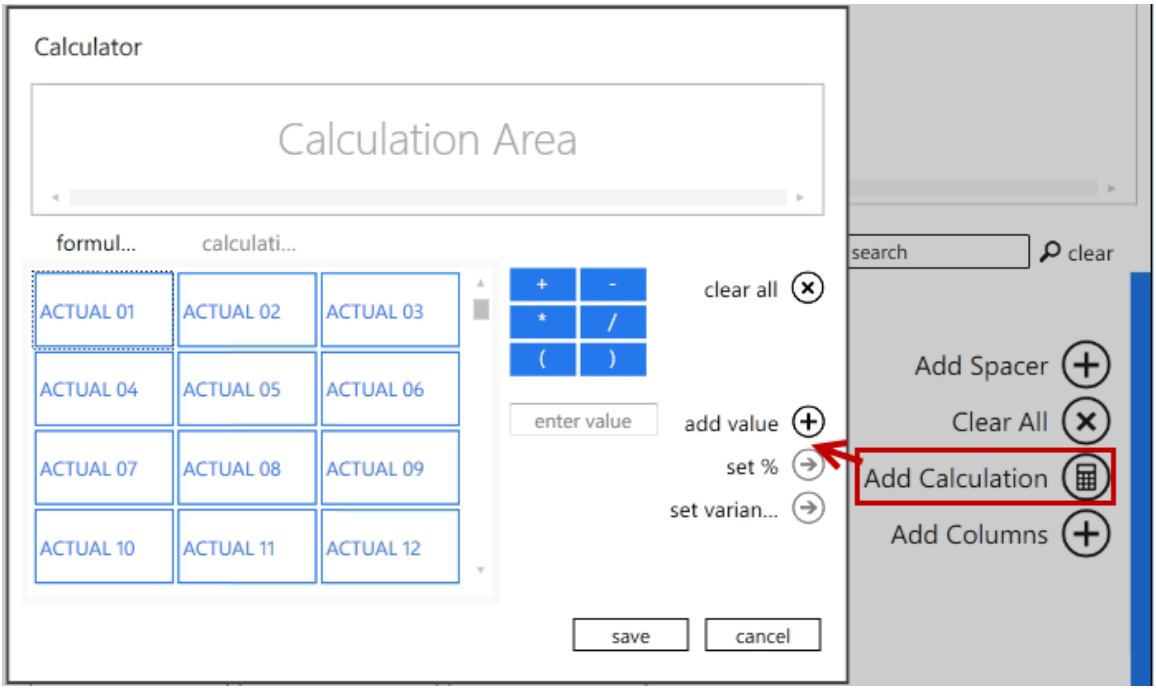
2. Select a field to group by. When the layout is generated, a heading row for the code and description will be added to the columns.

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:

1. Select the **Columns** tab.
2. Click **Add Calculation**.



The calculator will open.

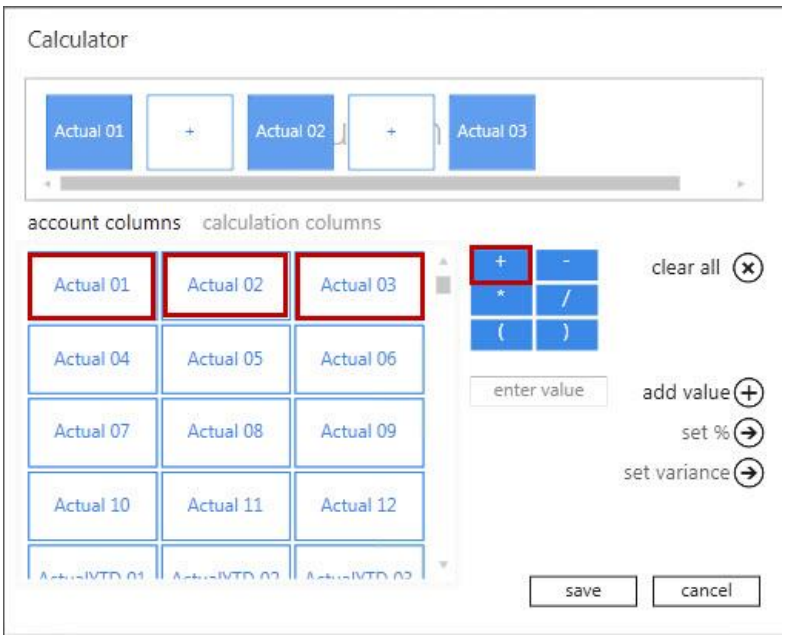
The following list explains the use of each button/feature.

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.

Feature	Description
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.
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

1. 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.

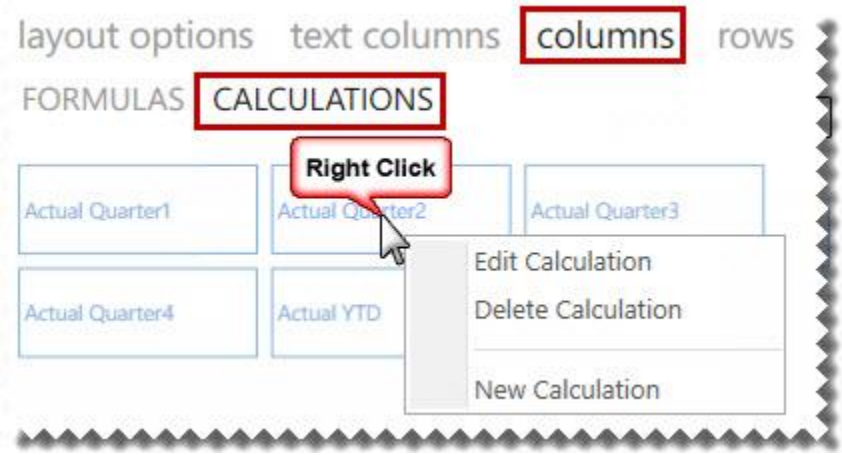
	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	-50

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 fields' 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.

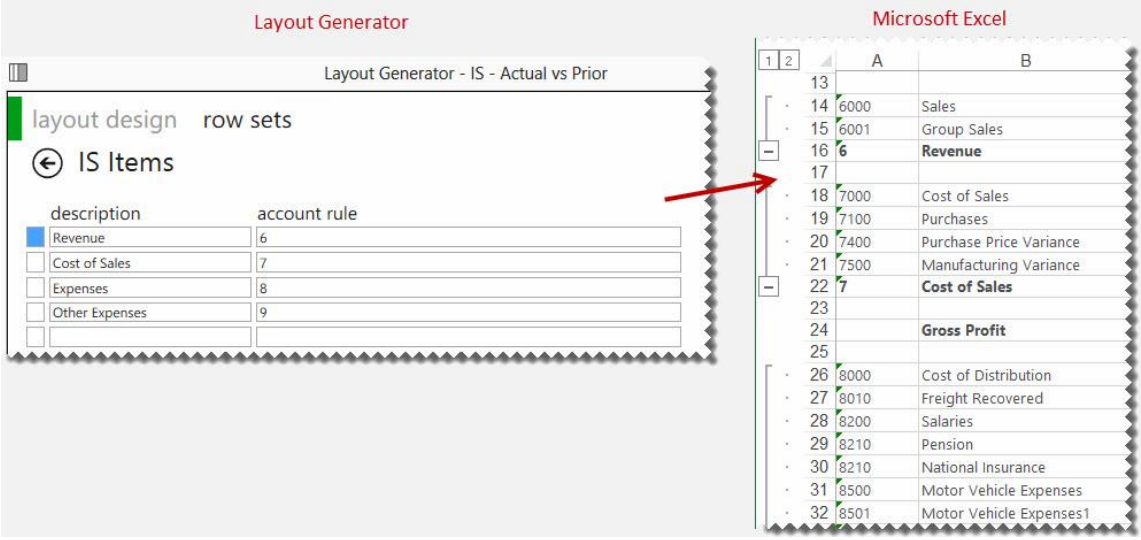
2.3.5 Rows

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

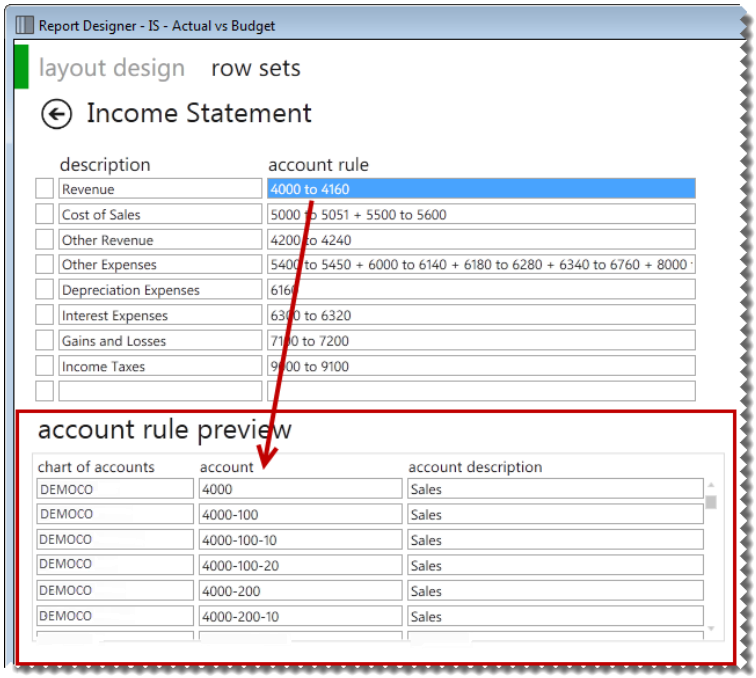
Row Sets allow a user to set up selections of rows that would commonly be used on several layouts of similar types, for example income statements.



Row sets are set before creating layouts but they can be added / edited during the layout design process.

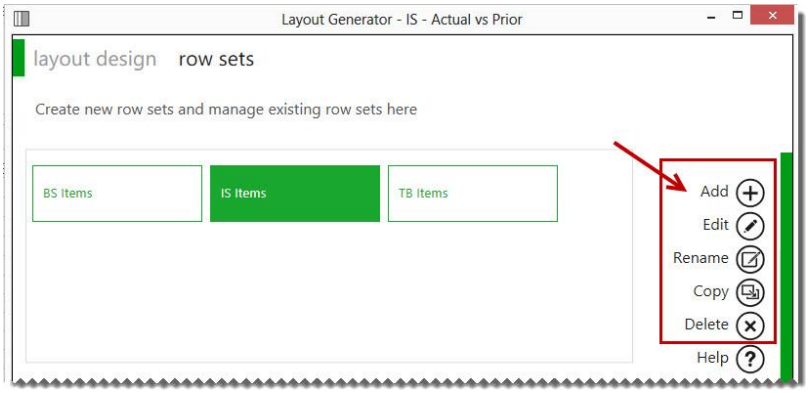
The **Account Rule Preview** allows you to view all of the accounts which will be filtered by the selected account rule.

Note: The **Account Rule** Preview is limited to 1000 records to prevent performance issues.



Accessing Row Sets:

1. 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 rules using wildcards and account ranges.
5. Select Save changes.

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

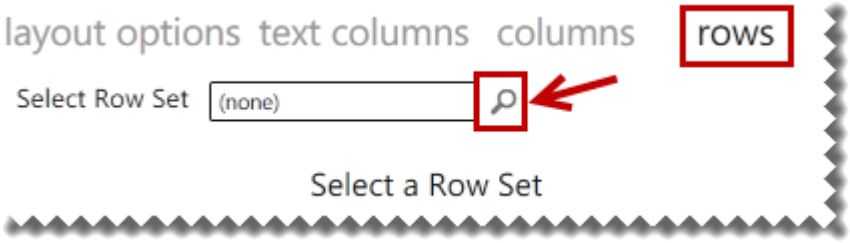
1. Select **Delete**.
2. A confirmation message will appear.
3. Select **Yes**.

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.

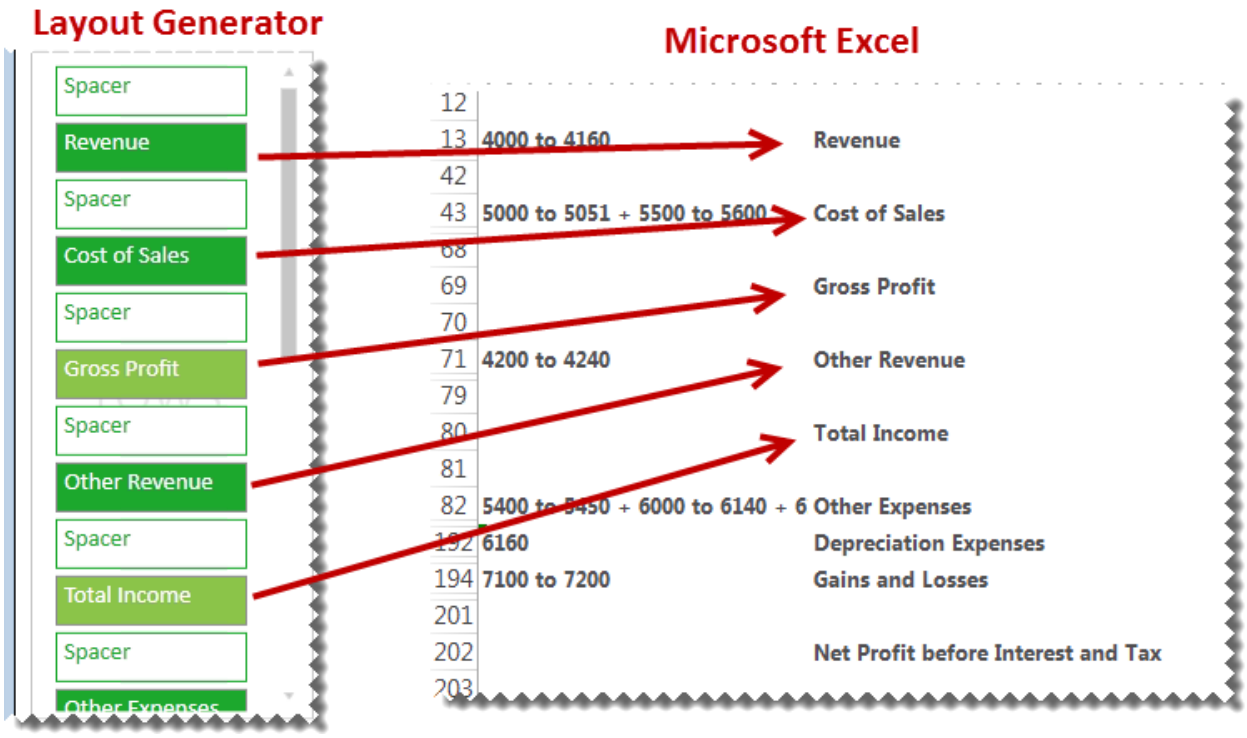
Selecting a Row Set

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



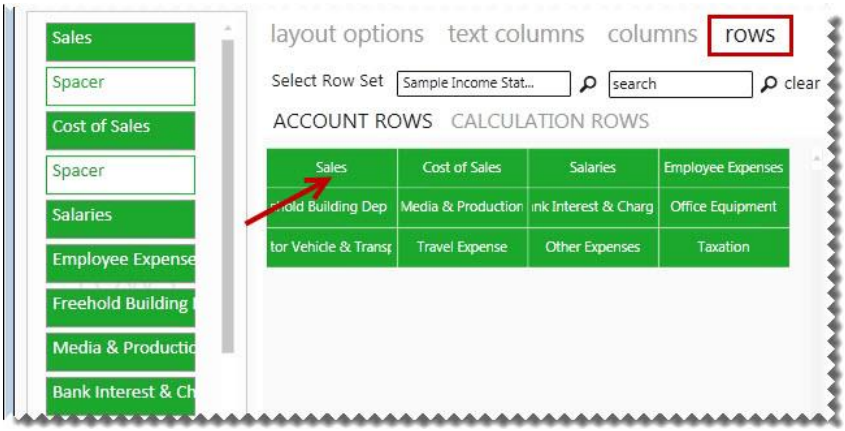
2. Select a row set.

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 above the row field selected, or at the bottom, in the Rows area of the Layout Generator. 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 Rows

1. To remove a single row, you can right-click on the row in the Rows area. or to remove all rows you can select **Clear All**.

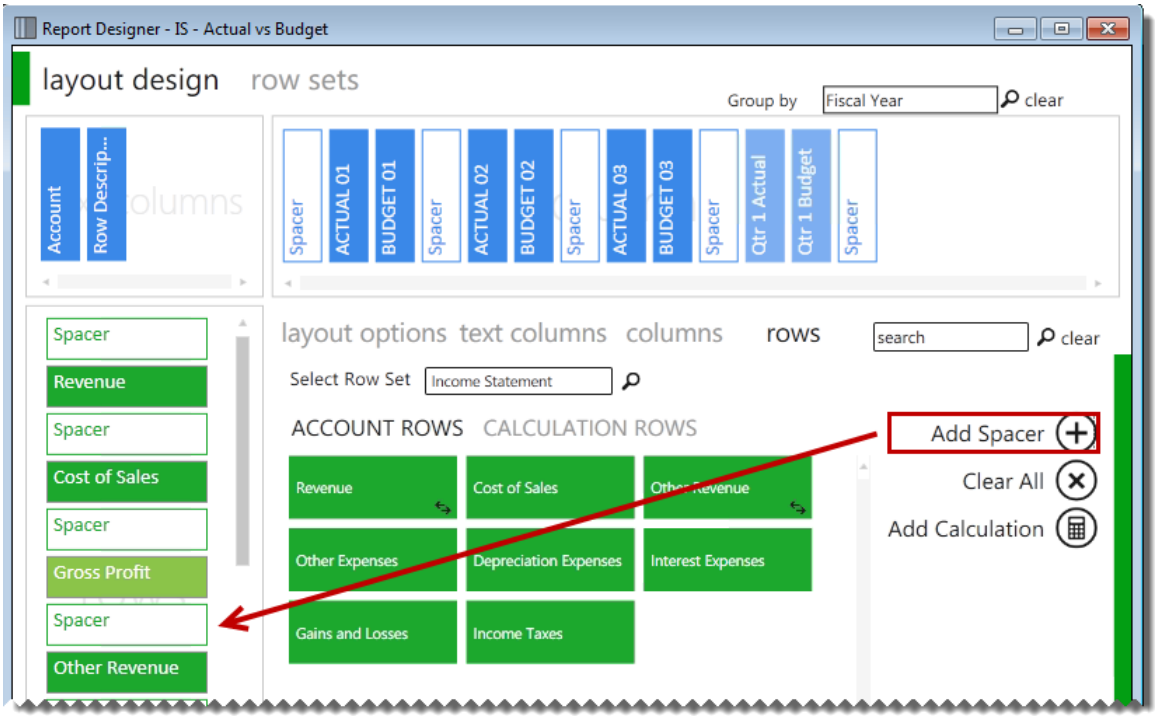
Clearing all of the fields from the Rows area

1. Click Clear All.

To add 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**.

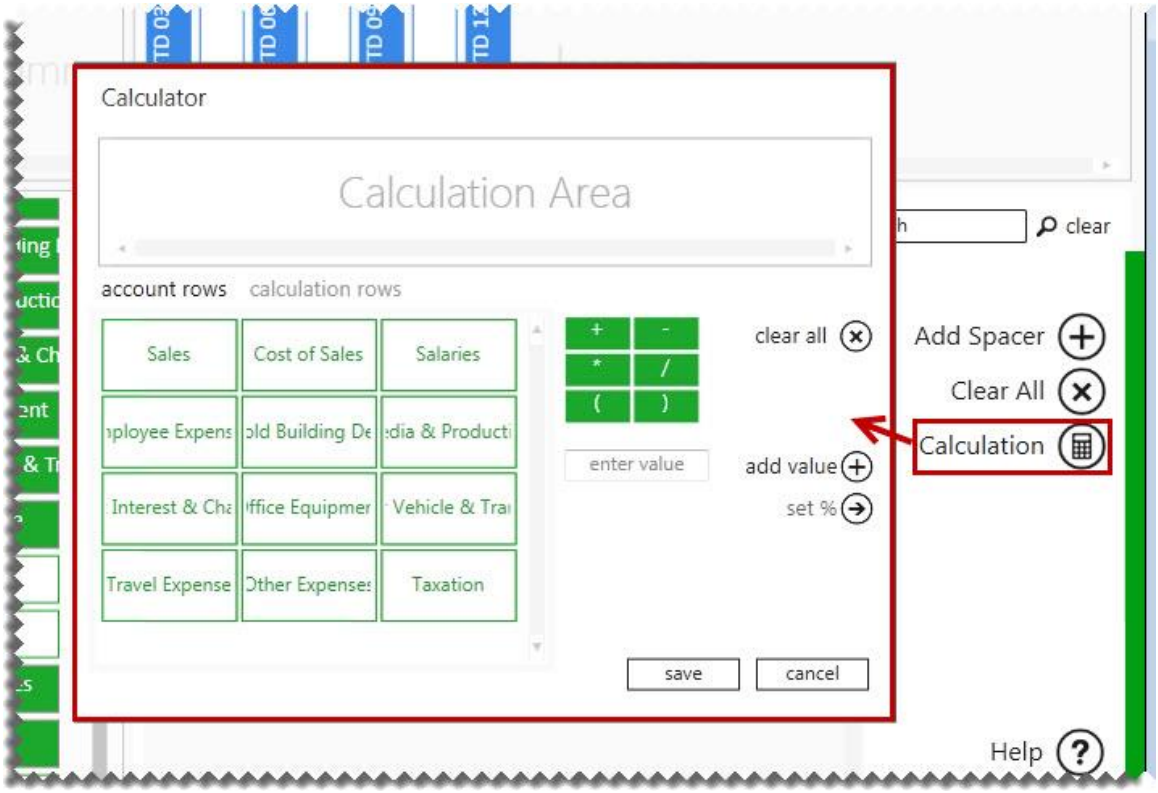


Calculation Rows

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.



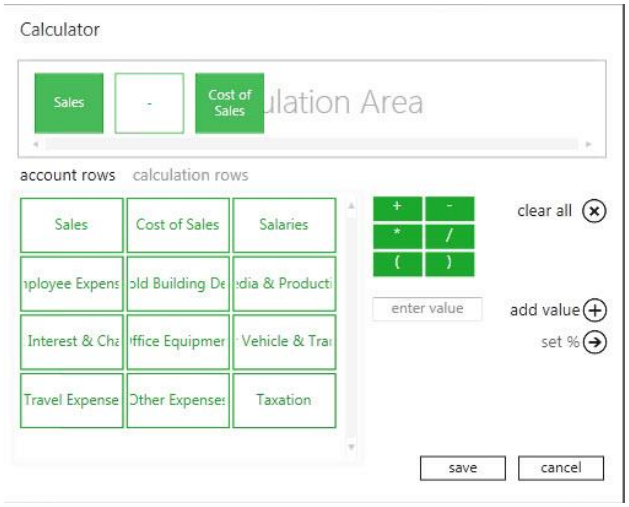
The calculator will open.

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 fields 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

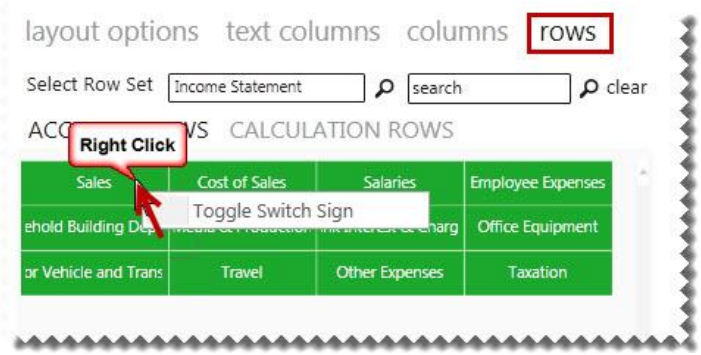
When you generate a pre-defined layout, you will notice that certain fields in the row set have their signs switched, in particular, sales accounts which are stored as negative values in the underlying data.

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**

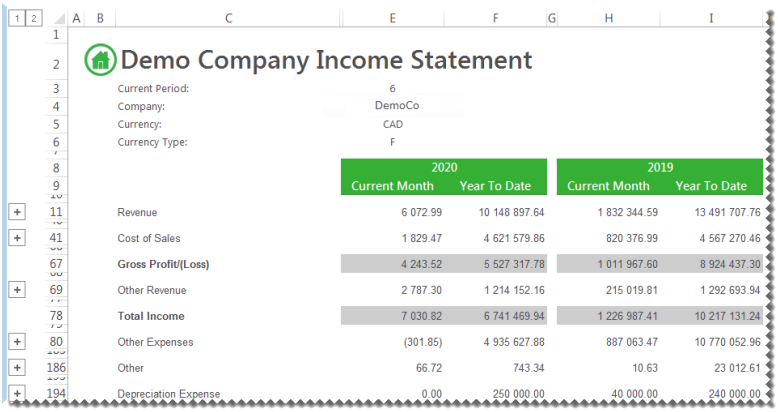
2.3.6 Generating your Layout

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 Microsoft Excel.

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



Demo Company Income Statement

Current Period:	6
Company:	DemoCo
Currency:	CAD
Currency Type:	F

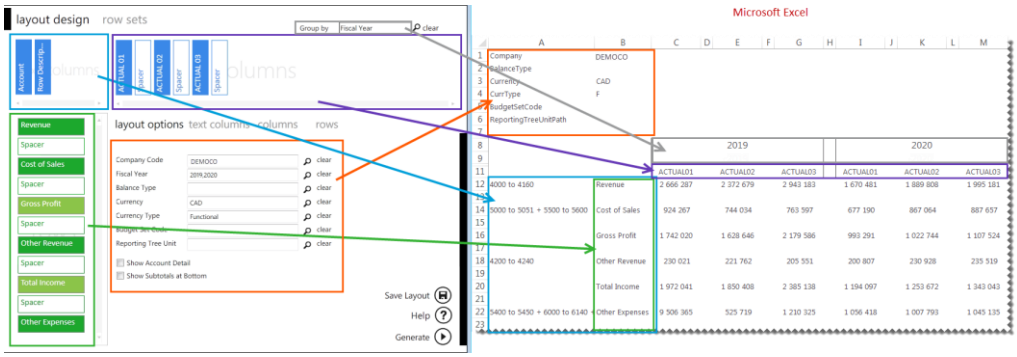
	2020		2019	
	Current Month	Year To Date	Current Month	Year To Date
Revenue	6 072.99	10 148 897.64	1 832 344.59	13 491 707.76
Cost of Sales	1 829.47	4 621 579.86	820 376.99	4 567 270.46
Gross Profit/(Loss)	4 243.52	5 527 317.78	1 011 967.60	8 924 437.30
Other Revenue	2 787.30	1 214 152.16	215 019.81	1 292 693.94
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.

For more information: For a better understanding on the generated layout, click here.

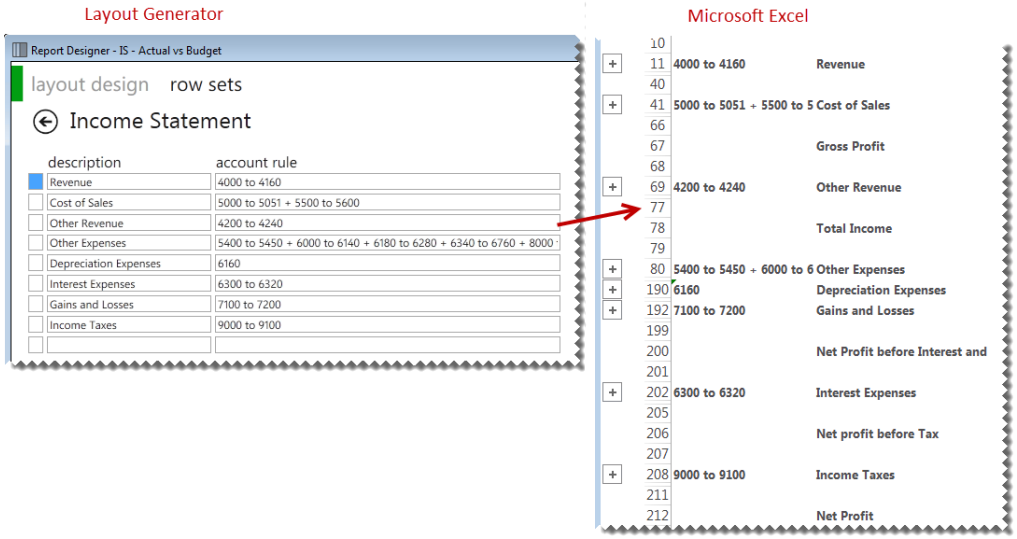
2.3.7 Understanding the Microsoft Excel Workbook

If you 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.



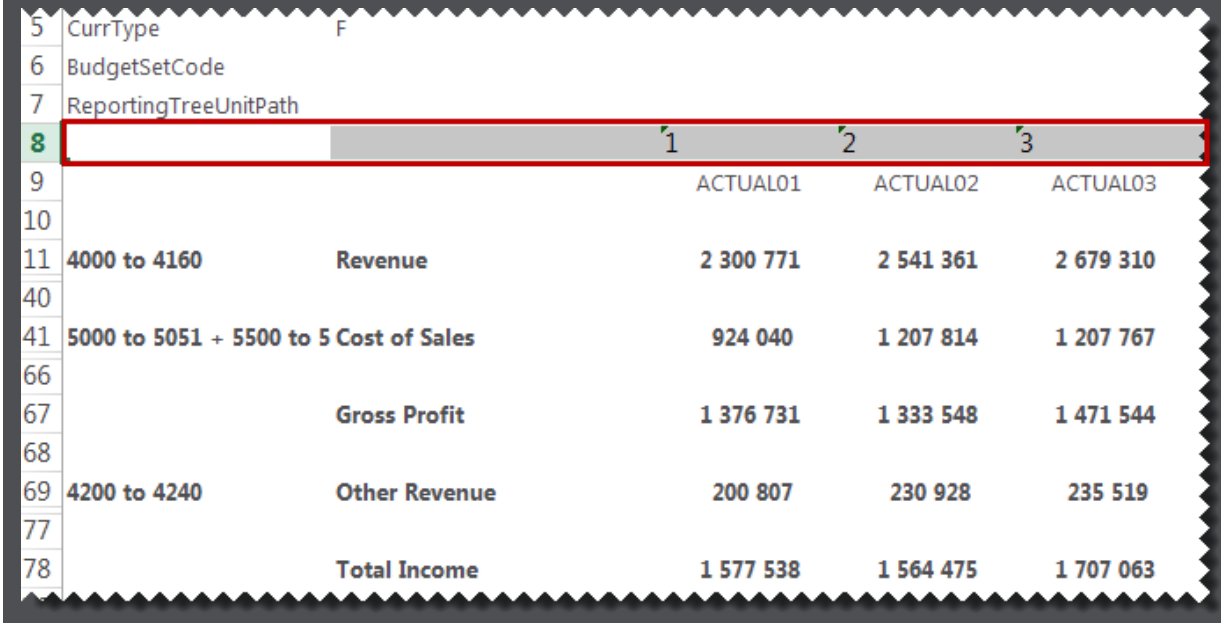
The layout options are always listed on the top left of the report. These can be changed in Microsoft Excel at any time resulting in your report being immediately updated to reflect the new data.

The groups of account rows are set by the row set selected in the layout generator.



If you have an intermediate knowledge of Microsoft Excel and you would like to customize your layout further, you can use the task pane for complete customization. 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 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**

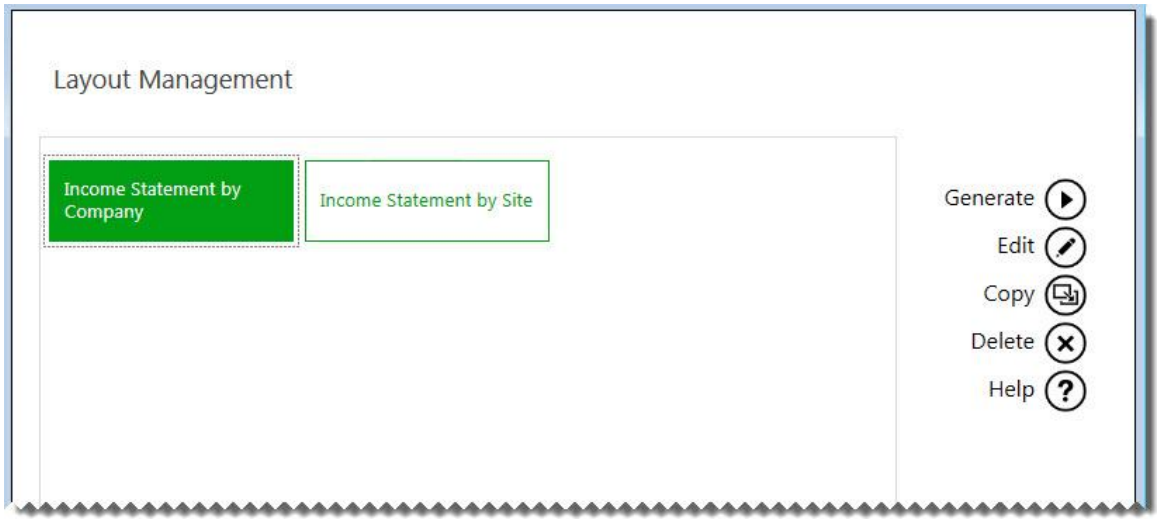
2.4 Managing Layouts

2.4.1 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.

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

2. The Layout Management window will appear.



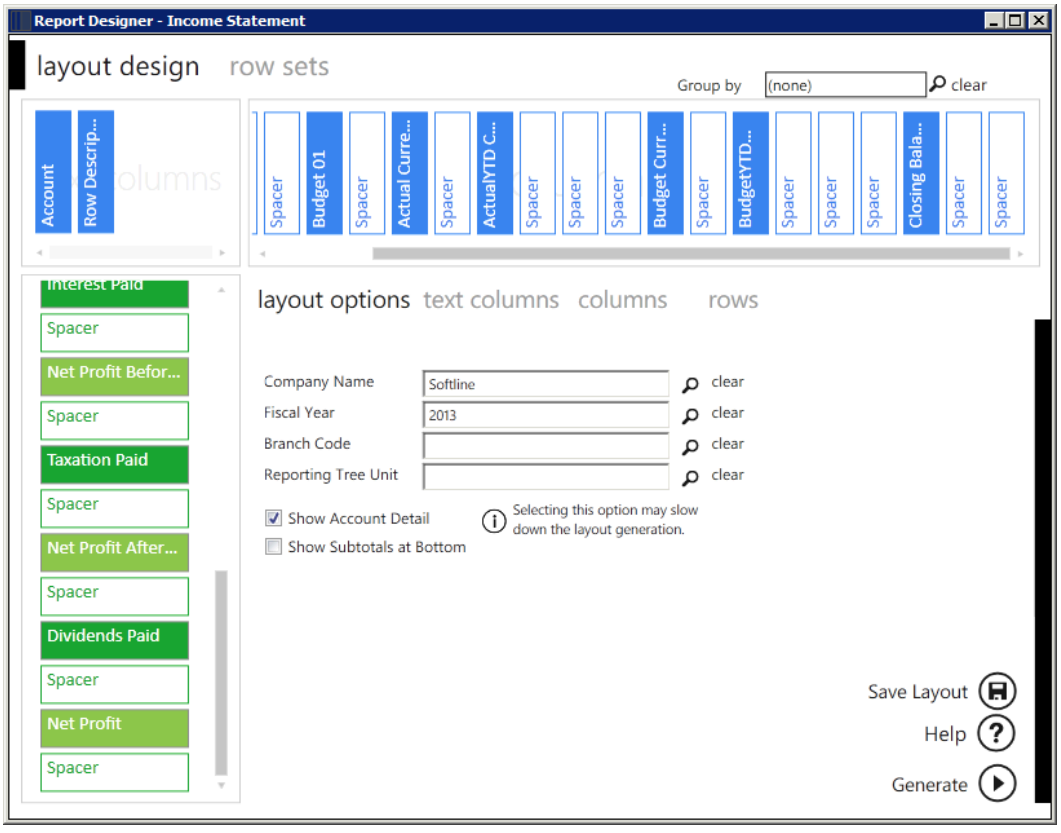
From this window you can choose to edit, copy, delete or generate a layout.

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.



Make the necessary changes.

5. Click **Generate** to open your report in Microsoft Excel.

Copying Layouts

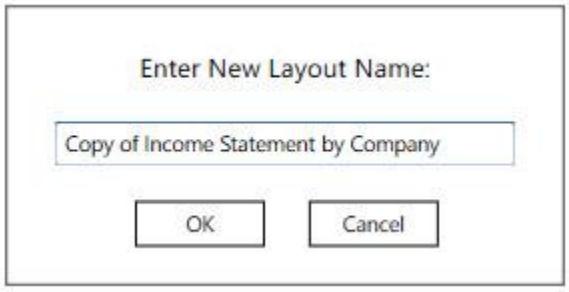
Selecting **Copy** will create an exact copy of an existing layout. The **Enter New Layout Name** window will appear allowing you to give the copied report a new name.

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.



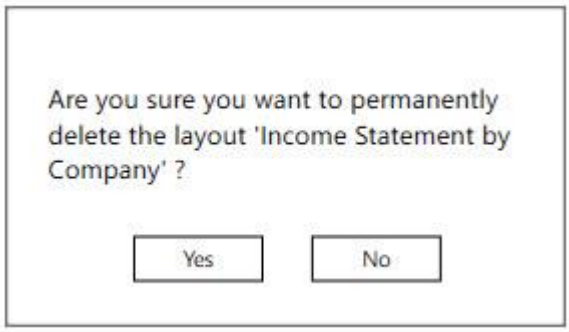
4. Select **Next**.
5. The Layout Generator will appear allowing you to make any changes to the copy of the layout.
6. Select **Generate** to open the layout in Microsoft Excel.

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.

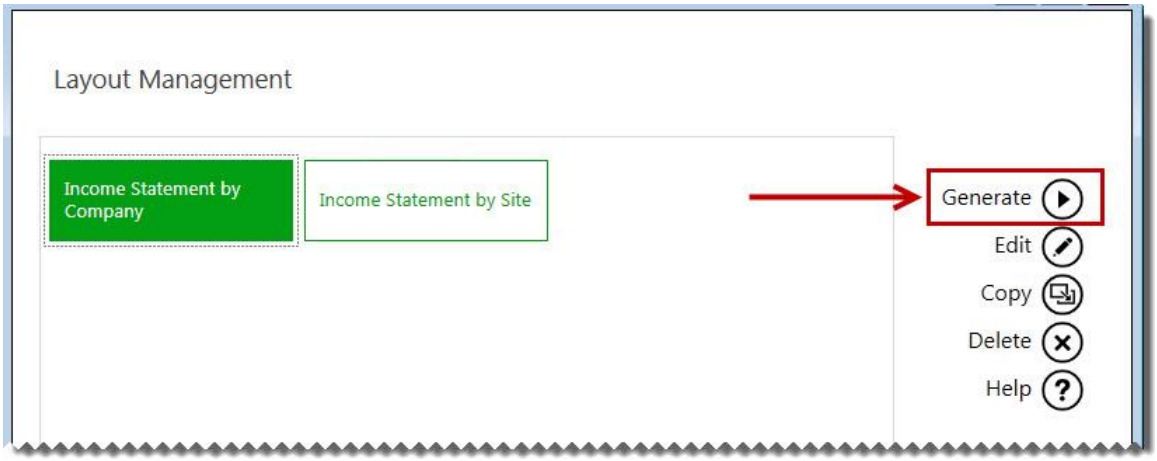


Generating an Existing Layout

Generating a layout will open the layout in Microsoft Excel.

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

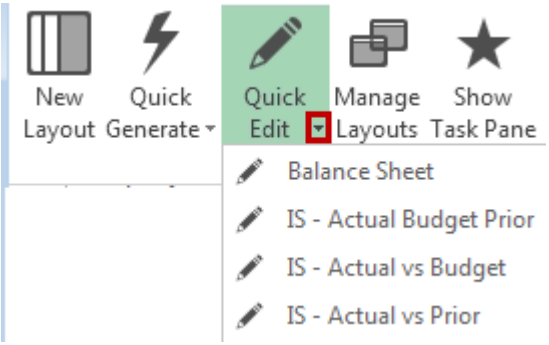
2. The Layout Management window will appear. Select the layout you wish to generate and select **Generate**.



3. The desired report layout will open in Microsoft Excel.

2.5 Quickly Editing Layouts

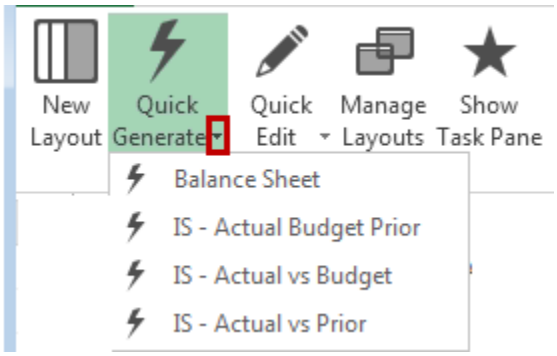
The **Quick Edit** option allows to easily edit a layout without having to launch the Layout Generator from the **Manage Layouts** option.



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.

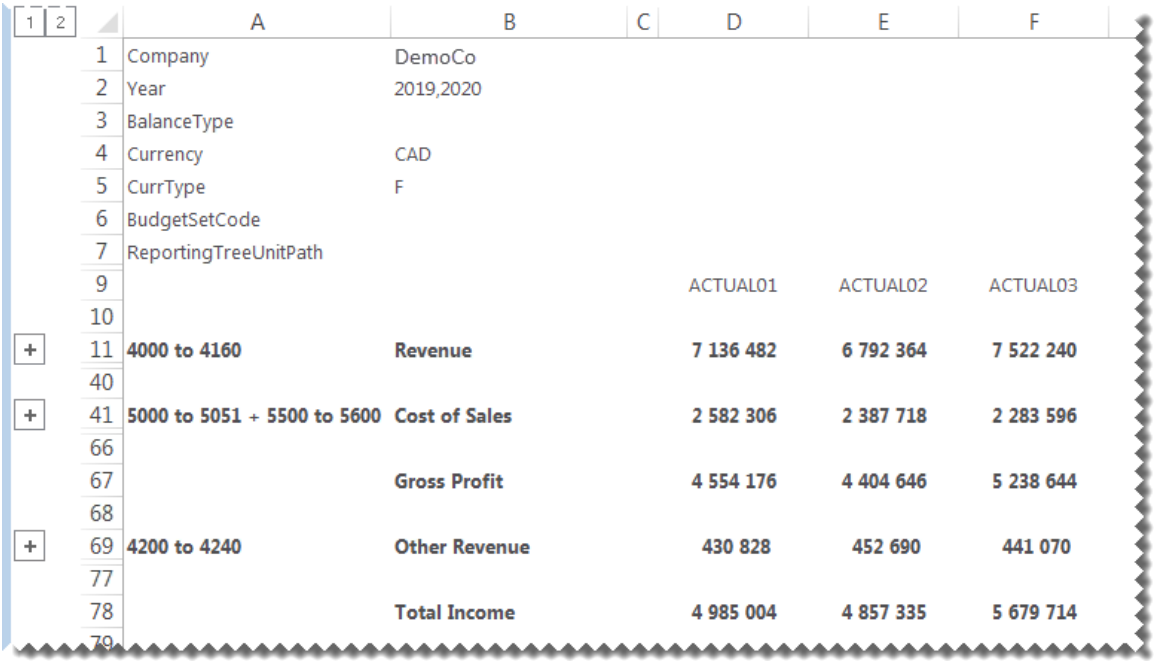
2.6 Quickly Generating Layouts

The **Quick Generate** option is a drop down menu of all the layouts you have previously saved. Instead of selecting the **Manage Layouts** option, you can run them from the **Quick Generate** menu.



To easily generate a report:

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**

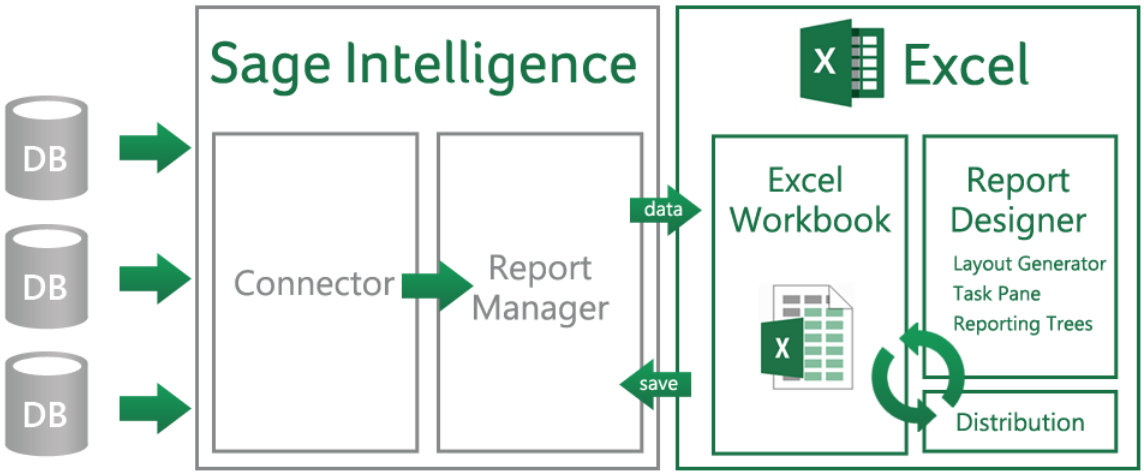
3.0 Designing Reports using the Task Pane

3.1 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.

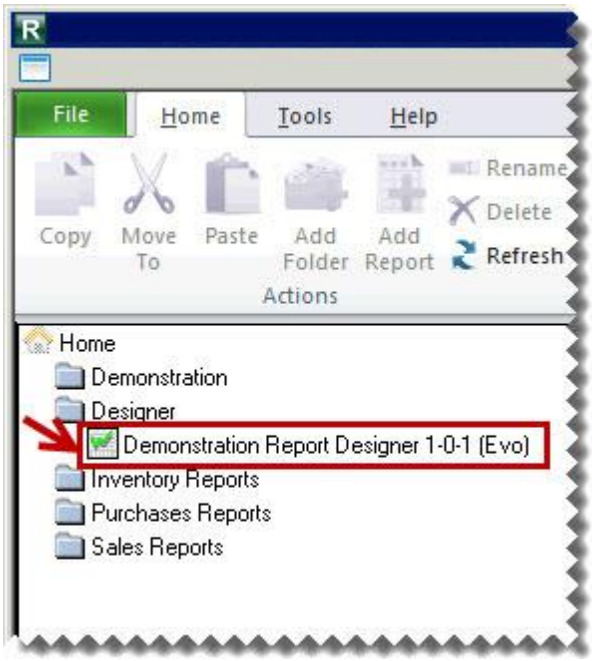
While the Task Pane is installed separately, it enhances the Report Designer module. The positioning of the Task Pane within the overall Intelligence Reporting product is as follows:



3.2 Starting the Task Pane

The process to use the Task Pane is as follows:

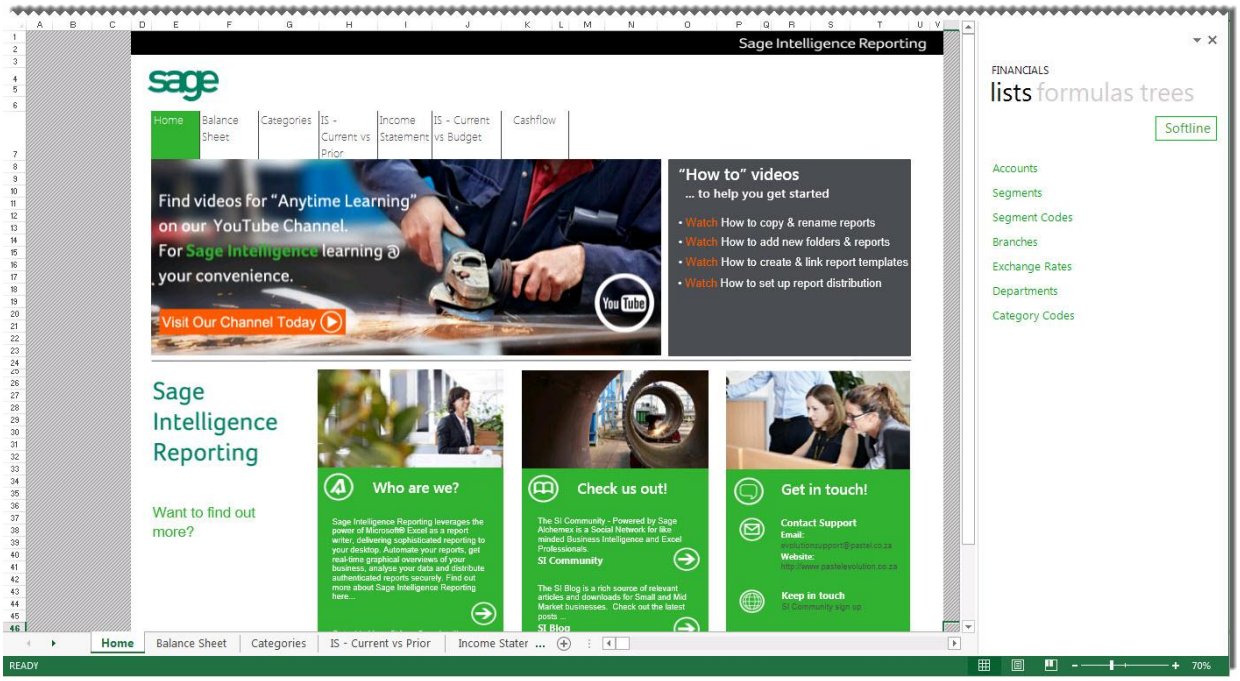
The Task Pane must always be started by running the **Report Designer** report in the Report Manager. This report is automatically installed into the **Designer** folder in the Report Manager during installation.



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

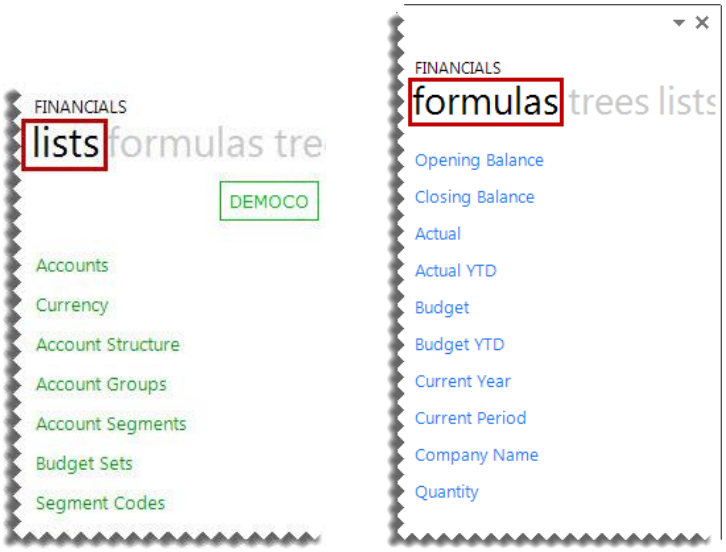
Tip: Filters allow you to retrieve specific data based on your selections. These selections can be changed in Microsoft Excel at any time resulting in your report being immediately updated to reflect the new data.

The Task Pane will open in Microsoft Excel.



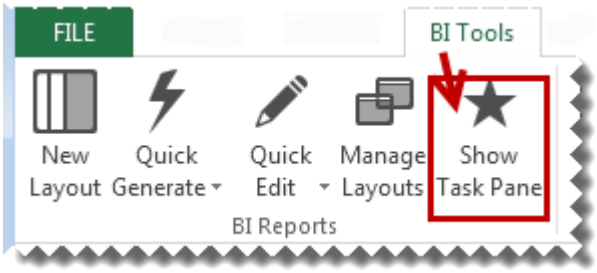
3.3 Navigating within the Task Pane

The task pane consists of lists and formulas 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 lists and formulas, click on the tab headings.

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



3.4 Lists

3.4.1 Understanding the Sage Evolution Intelligence List Structure

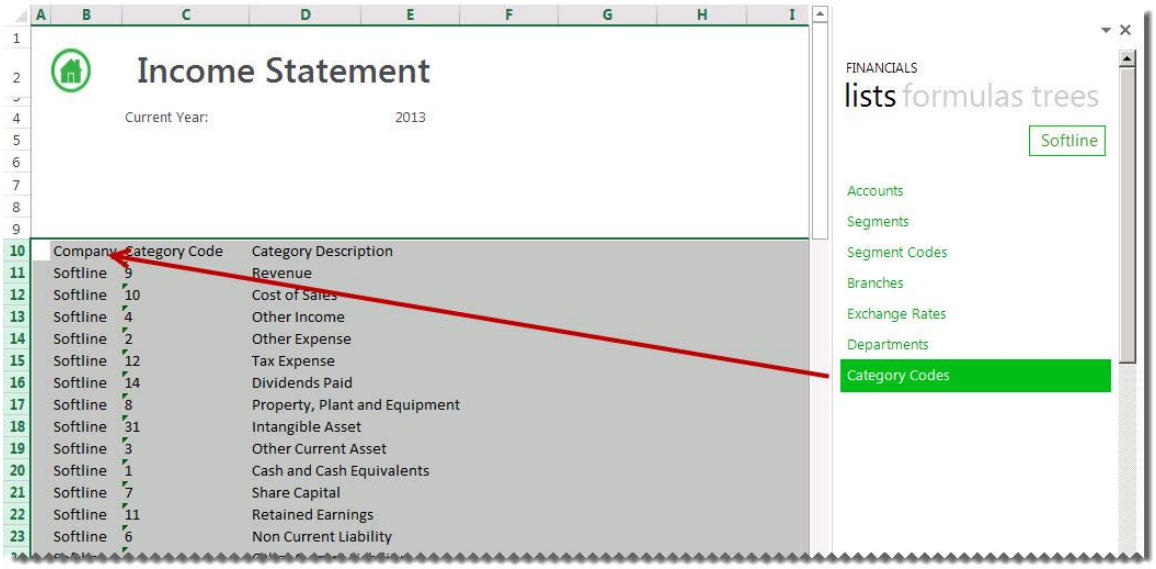
Lists are retrieved from the Sage Evolution General Ledger.

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.	10-1001-000-00-A-COR Product Sales 10-1001-010-00-A-COR Rental Income 40-4001-010-00-A-COR Office Supplies 40-4001-020-00-A-COR Telephone Expense
Segments	You can create General Ledger accounts using multiple segments up to ten levels. Each segment becomes a reporting dimension in its own right. If for example, you segment the account structure into sub-levels such as accounts, branch, department and project, you can extend your financial reporting to include combinations of these levels.	1 Master Account 2 Sub Account 5 Company
Segment Codes	A general ledger account is made up of merged pre-existing segment codes. A segment may represent a financial category, master account, sub account, company, department etc.	1001 Sales 2001 Cost of Sales 015 Casual Wages B Electronics
Branches	A single company can have multiple branches, and the branches can represent different locations, warehouses, etc	DBN Durban FLO Florida CAL California
Exchange Rates	The exchange rate list returns the exchange rate information managed within the ERP when creating multi-currency layouts.	EUR to GBP 1,25
Departments	A single branch may have multiple departments. The departments usually represent different business functions. For example, Sales, Service etc.	1 Retail Sales 2 Wholesale Sales 3 Service
Category Codes	Account categories represent the different sections of financial statements such as Assets and Liabilities.	1 Asset 2 Liability 4 Revenue 5 Cost of Sales

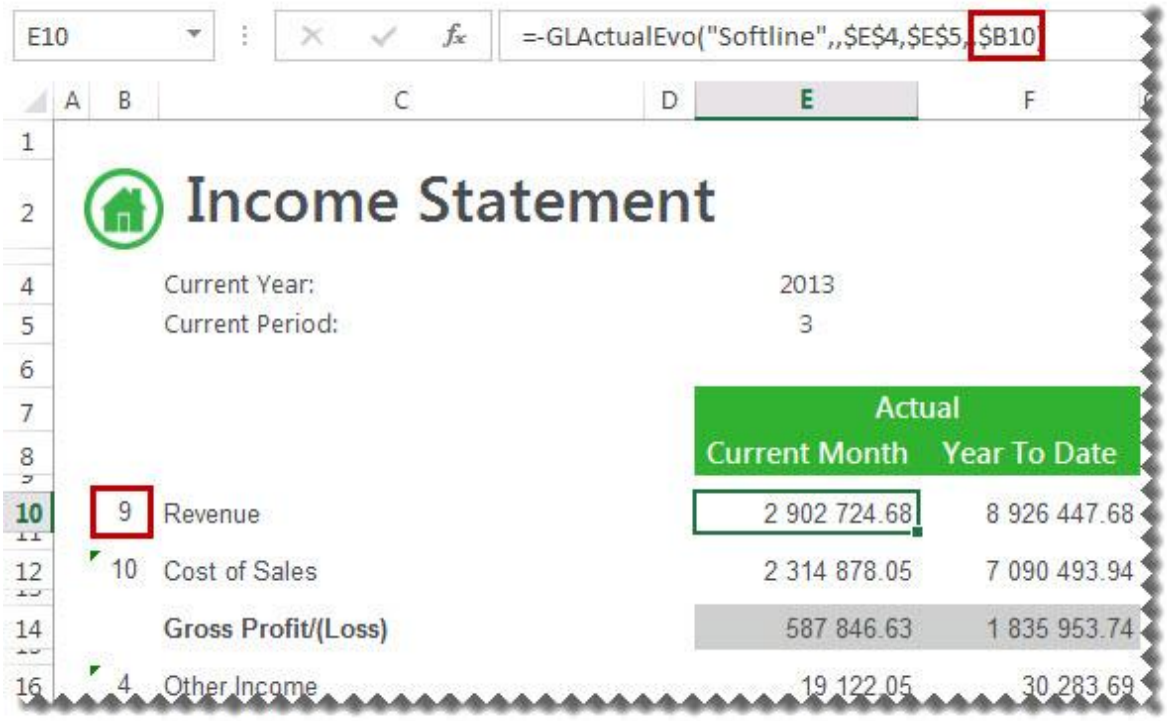
3.4.2 Adding Lists

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 Microsoft Excel worksheet.



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



3.5 Formulas

3.5.1 Available Formulas

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

=GLActualEvo(CompanyName,MasterSubAccount,FiscalYear,FiscalPeriod,Type,GLCategoryCode,ReportingCategoryCode,BranchCode,BalanceType,ReportingTreeUnit

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
CompanyName	A company name retrieved from the general ledger.	N	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.
MasterSubAccount	An account used to define each class of items for financial transactions of the business	N	It filters the master sub account being referenced to a specific account.
FiscalYear	The fiscal year to return data on. The default is the current year based on today's date.	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.
FiscalPeriod	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.

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Type	The type of account in the general ledger. Type **I** for an Income Statement account or **B** for a Balance Sheet account.	N	It filters the type being referenced to a specific account type.
GLCategoryCode	The category code 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 Code	The reporting category code to filter on.	N	It filters the general ledger accounts to a specific reporting category code. 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.
BranchCode	The branch code retrieved from the general ledger.	N	It filters the general ledger branch code being referenced to a specific branch code. A single company can have multiple branches, and the branches can represent different locations, warehouses, etc
BalanceType	Type Debit or Credit.	N	It filters only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
ReportingTreeUnit	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.

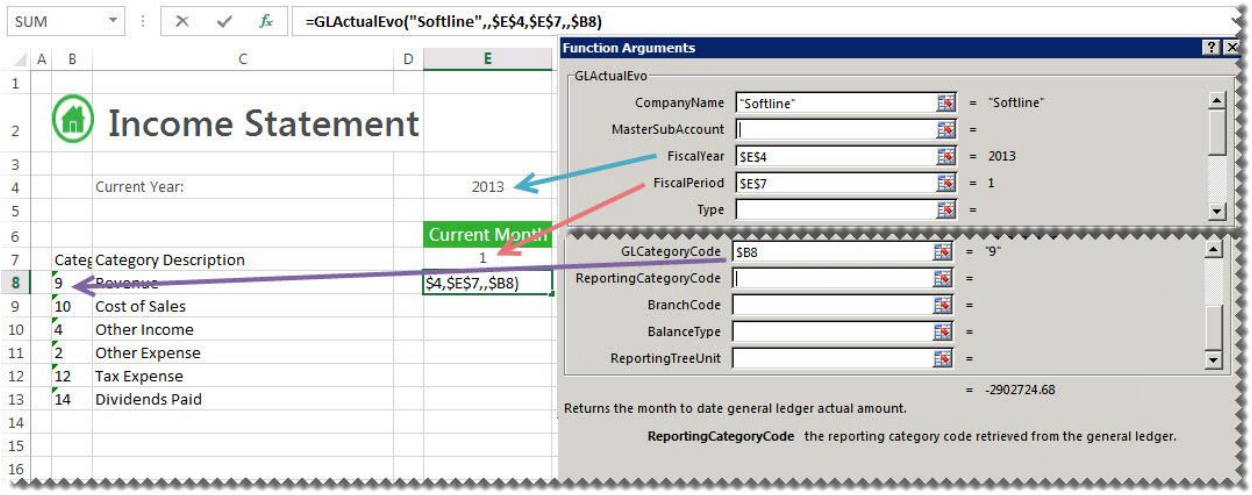
Remarks

- 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 **Account** argument allowing you to filter on Account Numbers or Account Classes.
- 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:

=GLActualEvo("Softline",,E4,E7,,$B8)



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

=GLActualYTDEvo(CompanyName,MasterSubAccount,FiscalYear,FiscalPeriod,Type,GLCategoryCode,ReportingCategoryCode,BranchCode,BalanceType,ReportingTreeUnit)

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
CompanyName	A company name retrieved from the general ledger.	N	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.
MasterSubAccount	An account used to define each class of items for financial transactions of a business	N	It filters the master sub account being referenced to a specific account.
FiscalYear	The fiscal year to return data on. The default is the current year based on today's date.	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.
FiscalPeriod	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.

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
Type	The type of account in the general ledger. Type **I** for an Income Statement account or **B** for a Balance Sheet account.	N	It filters the type being referenced to a specific account type.
GLCategoryCode	The category code 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 Code	The reporting category code to filter on.	N	It filters the general ledger accounts to a specific reporting category code. 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.
BranchCode	The branch code retrieved from the general ledger.	N	It filters the general ledger branch code being referenced to a specific branch code. A single company can have multiple branches, and the branches can represent different locations, warehouses, etc
BalanceType	type Debit or Credit.	Y	It filters only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
ReportingTreeUnit	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

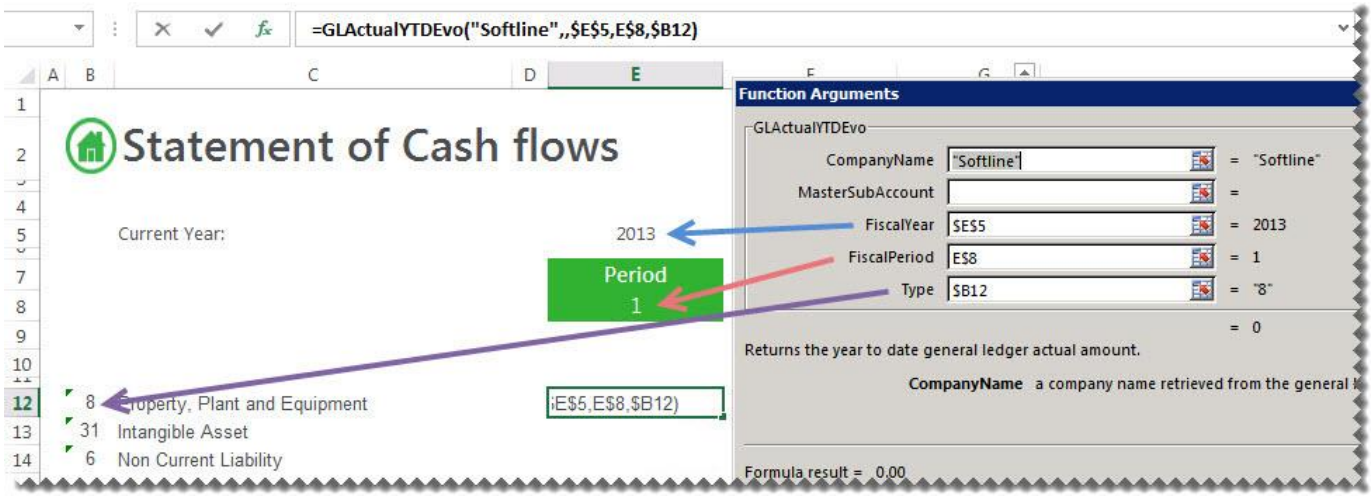
- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers or Account Classes.
- 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:

=GLActualYTDEvo("Softline",,E5,E$8,$B12)



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

=GLBudgetEvo(CompanyName,MasterSubAccount,FiscalYear,FiscalPeriod,Type,GLCategoryCode,ReportingCategoryCode,BranchCode,ReportingTreeUnit)

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
CompanyName	A company name retrieved from the general ledger.	N	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.
MasterSubAccount	An account used to define each class of items for financial transactions of a business	N	It filters the master sub account being referenced to a specific account.
FiscalYear	The fiscal year to return data on. The default is the current year based on today's date.	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.
FiscalPeriod	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.

Type	The type of account in the general ledger. Type **I** for an Income Statement account or **B** for a Balance Sheet account.	N	It filters the type being referenced to a specific account type.
GLCategoryCode	The category code 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 Code	The reporting category code to filter on.	N	It filters the general ledger accounts to a specific reporting category code. 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.
BranchCode	The branch code retrieved from the general ledger.	N	It filters the general ledger branch code being referenced to a specific branch code. A single company can have multiple branches, and the branches can represent different locations, warehouses, etc
ReportingTreeUnit	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.

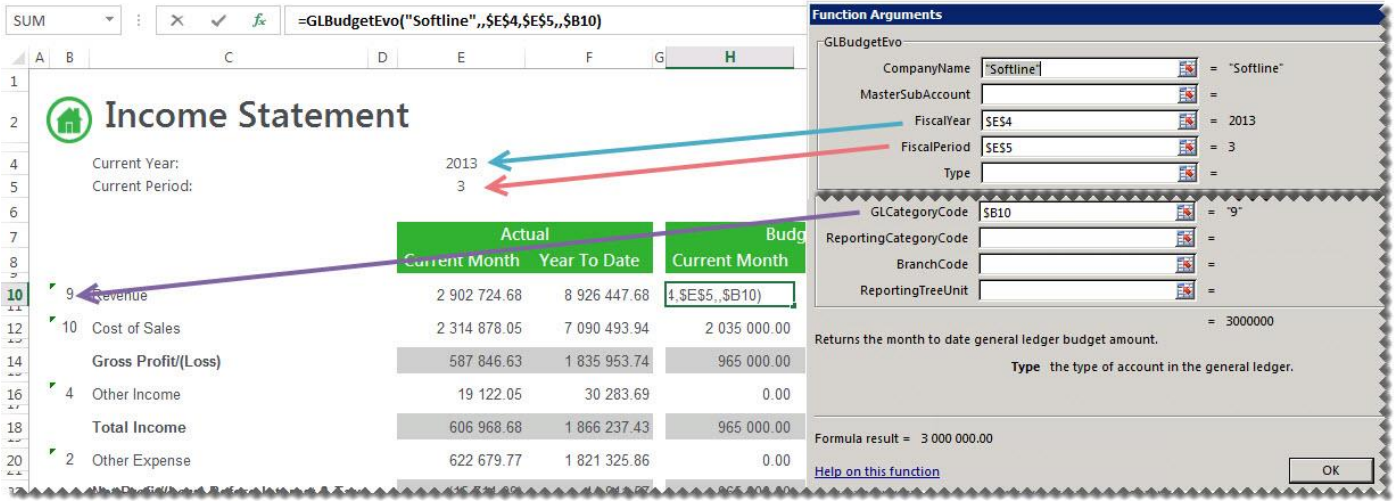
Remarks

- 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 **Account** argument allowing you to filter on Account Numbers or Account Groups.
- 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:

=GLBudgetEvo("Softline",,E4,E5,,$B10)



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

=GLBudgetYTDEvo((CompanyName,MasterSubAccount,FiscalYear,FiscalPeriod,Type,GLCategoryCode,ReportingCategoryCode,BranchCode,ReportingTreeUnit)

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
CompanyName	A company name retrieved from the general ledger.	N	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.
MasterSubAccount	An account used to define each class of items for financial transactions of a business	N	It filters the master sub account being referenced to a specific account.
FiscalYear	The fiscal year to return data on. The default is the current year based on today's date.	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.
FiscalPeriod	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.
Type	The type of account in the general ledger. Type **I** for an Income Statement account or	N	It filters the type being referenced to a specific account type.

	B for a Balance Sheet account.		
GLCategoryCode	The category code 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 Code	The reporting category code to filter on.	N	It filters the general ledger accounts to a specific reporting category code. 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.
BranchCode	The branch code retrieved from the general ledger.	N	It filters the general ledger branch code being referenced to a specific branch code. A single company can have multiple branches, and the branches can represent different locations, warehouses, etc
ReportingTreeUnit	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.

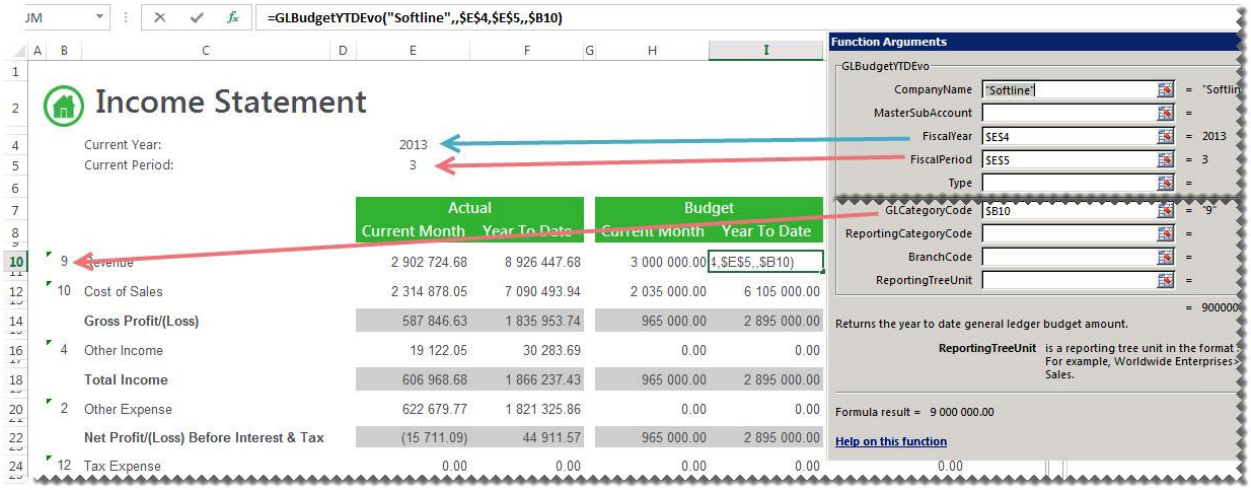
Remarks

- 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 **Account** argument allowing you to filter on Account Numbers or Account Groups.
- 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:

=GLBudgetYTDEvo("Softline",,E4,E5,,$B10)



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

=GLCurrentYearEvo(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?
CompanyName	A company name retrieved from the general ledger.	Y	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.

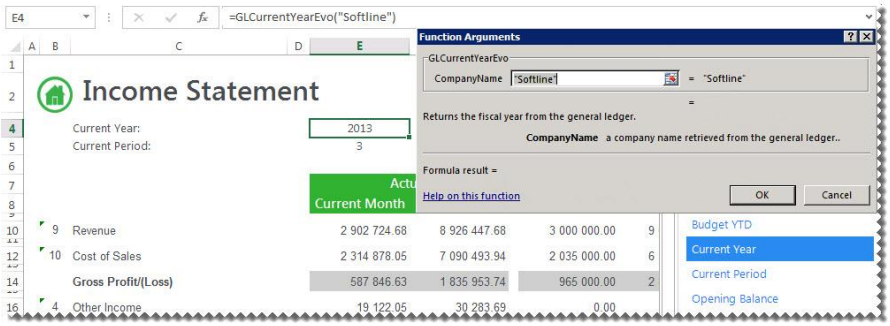
Remarks

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

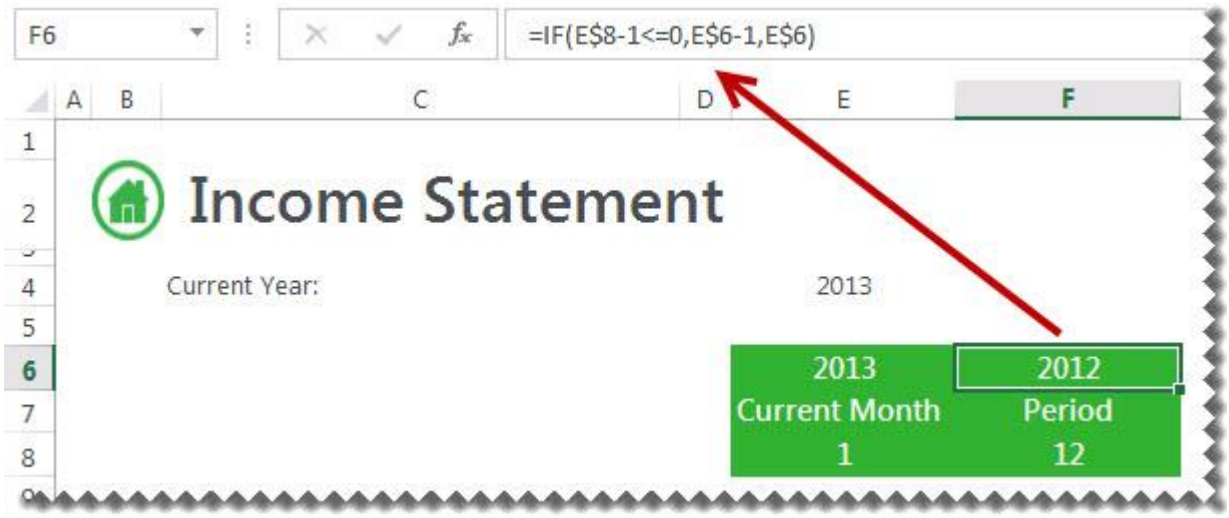
Example

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

=GLCurrentYearEvo("Softline")



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.

Tip: In Sage Evolution, by default, the current period is determined by the windows system date. If you would like to specify the current period, you can add a Pass through Variable expression to the source container of the report.

Syntax

=GLCurrentPeriodEvo(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?
CompanyName	A company name retrieved from the general ledger.	Y	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.

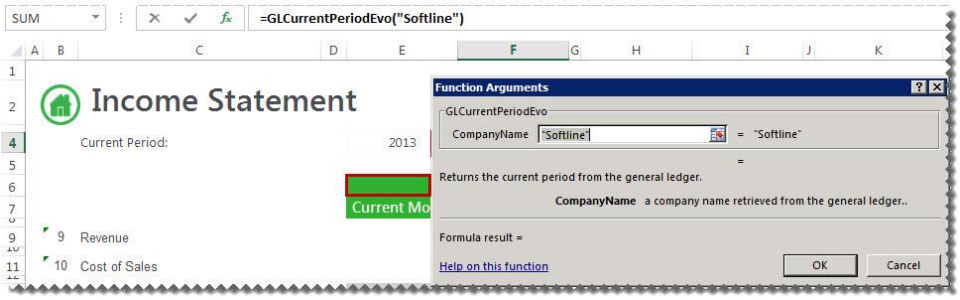
Remarks

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

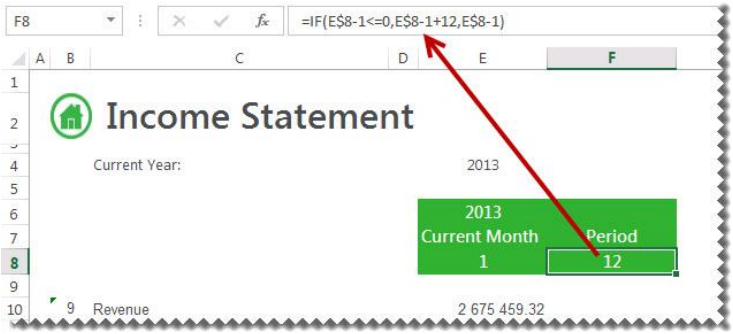
Example

An example of a Current Period formula could be:

=GLCurrentPeriodEvo("Softline")



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.



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

=GLOpeningBalanceEvo(CompanyName,MasterSubAccount,FiscalYear,Type,GLCategoryCode,ReportingCategoryCode,BranchCode,ReportingTreeUnit)

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
CompanyName	A company name retrieved from the general ledger.	N	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.
MasterSubAccount	An account used to define each class of items for financial transactions of a business	N	It filters the master sub account being referenced to a specific account.
FiscalYear	The fiscal year to return data on. The default is the current year based on today's date.	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.
Type	The type of account in the general ledger. Type **I** for an Income Statement account or **B** for a Balance Sheet account.	N	It filters the type being referenced to a specific account type.
GLCategoryCode	The category code 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.

ReportingCategoryCode	The reporting category code to filter on.	N	It filters the general ledger accounts to a specific reporting category code. 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.
BranchCode	The branch code retrieved from the general ledger.	N	It filters the general ledger branch code being referenced to a specific branch code. A single company can have multiple branches, and the branches can represent different locations, warehouses, etc
ReportingTreeUnit	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.

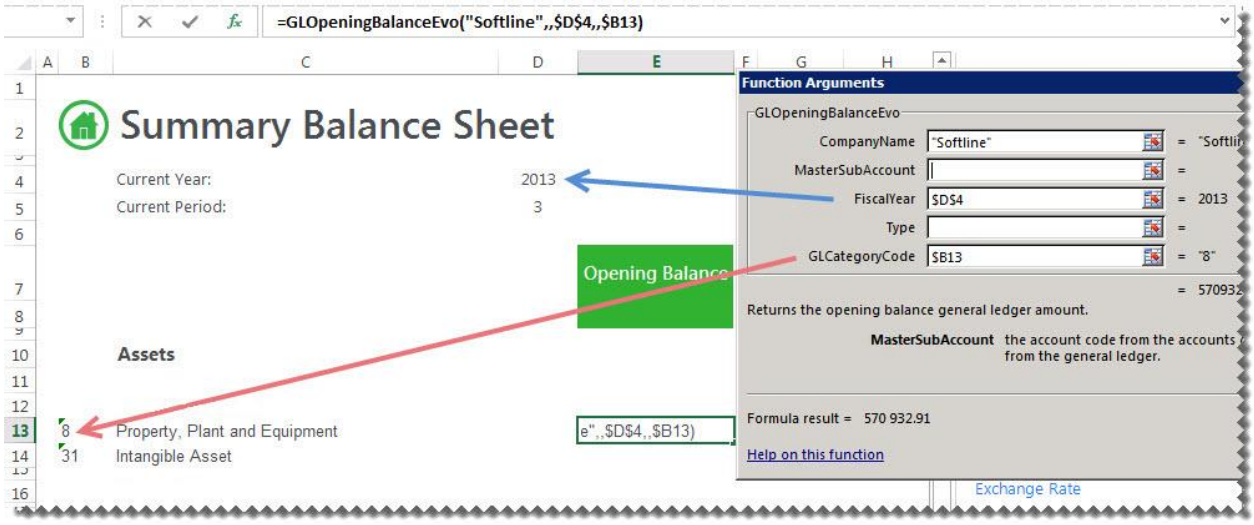
Remarks

- 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 Account argument allowing you to filter on Account Numbers or Account Classes.
- 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:

=GLOpeningBalanceEvo("Softline",,D4,,$B13)



Closing Balance Formula

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

=GLClosingBalanceEvo((CompanyName,MasterSubAccount,FiscalYear,FiscalPeriod,Type,GLCategoryCode,ReportingCategoryCode,BranchCode,BalanceType,ReportingTreeUnit)

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
CompanyName	A company name retrieved from the general ledger.	N	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.
MasterSubAccount	An account used to define each class of items for financial transactions of a business	N	It filters the master sub account being referenced to a specific account.
FiscalYear	The fiscal year to return data on. The default is the current year based on today's date.	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.
FiscalPeriod	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.
Type	The type of account in the general ledger. Type **I** for an Income Statement	N	It filters the type being referenced to a specific account type.

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
	account or **B** for a Balance Sheet account.		
GLCategoryCode	The category code 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 Code	The reporting category code to filter on.	N	It filters the general ledger accounts to a specific reporting category code. 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.
BranchCode	The branch code retrieved from the general ledger.	N	It filters the general ledger branch code being referenced to a specific branch code. A single company can have multiple branches, and the branches can represent different locations, warehouses, etc
BalanceType	type Debit or Credit.	N	It filters only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
ReportingTreeUnit	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.

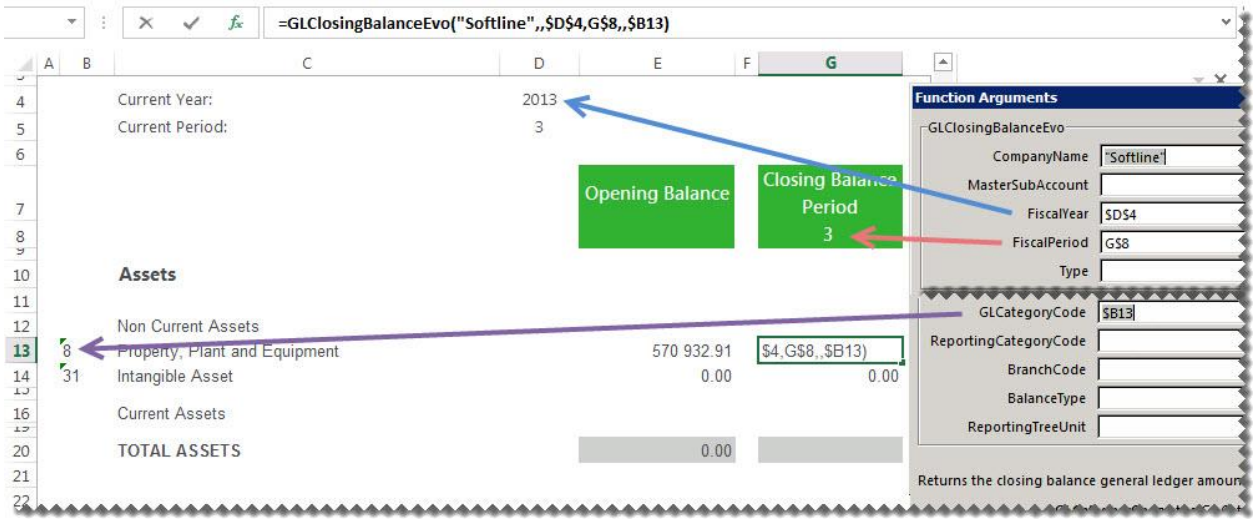
Remarks

- 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 **Account** argument allowing you to filter on Account Numbers or Account Classes.
- 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 **ClosingBalance** formula could be:

=GLClosingBalanceEvo("Softline",,D4,G$8,,$B13)



Exchange Rate Formula

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

Description

The **Exchange Rate** formula returns the exchange rate that is managed within the ERP after applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=ExchangeRateEvo(CompanyName,CurrencyCode,FiscalYear,FiscalPeriod,RateType,TransactionType)

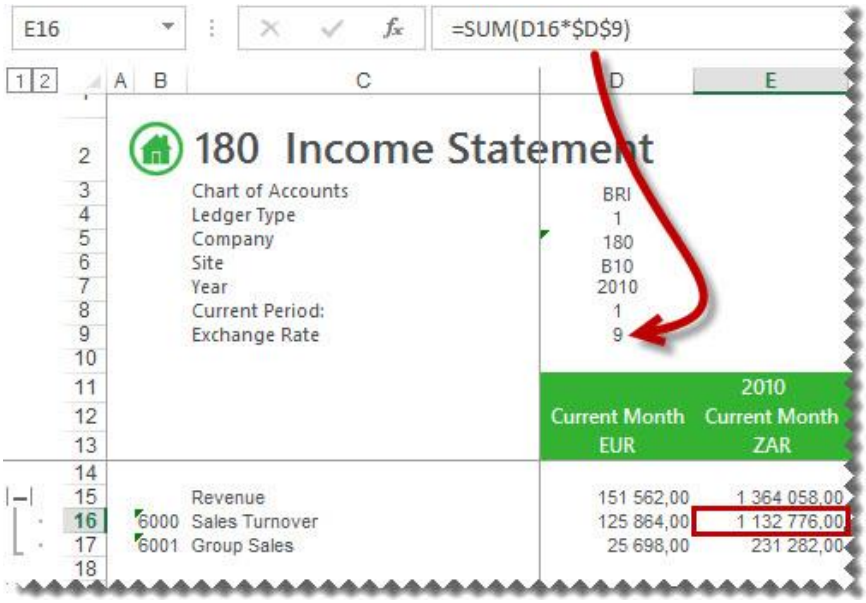
The **Exchange Rate** formula syntax has the following arguments:

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
CompanyName	A company name retrieved from the general ledger.	Y	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.
CurrencyCode	The currency code retrieved from the General Ledger.	Y	It filters the type being referenced to a specific account type.
FiscalYear	The fiscal year to return data on. The default is the current year based on today's date.	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.
FiscalPeriod	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.
RateType	Type Spot or Average.	Y	It filters the rate being referenced to either the spot or average rate.
TransactionType	Type **Buy** or **Sell**.	Y	It filters the transaction type to buying or selling.

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 **Account** argument allowing you to filter on Account Numbers or Account Classes.
- To change the sign of an account to a negative number, add a minus sign (**-**) to the beginning of the formula.

The **Exchange Rate** formula can then be used to create multi-currency layouts.



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

=AccountDescriptionEvo(CompanyName,MasterSubAccount)

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

Filter	What needs to be filled in?	Mandatory	What is the purpose of the filter?
CompanyName	A company name retrieved from the general ledger.	Y	It filters the general ledger accounts being referenced to one or more specific companies. A Sage Evolution general ledger supports multiple companies. The company name you have selected in the task pane lists is automatically placed into the formula.
MasterSubAccount	An account used to define each class of items for financial transactions of a business	Y	It filters the master sub account being referenced to a specific account.

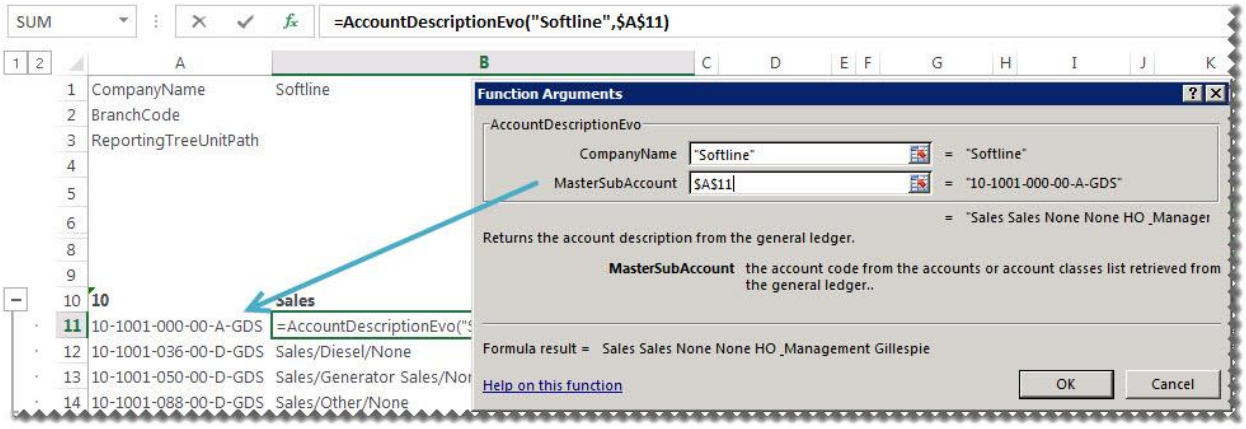
Remarks

- 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.

Example

An example of an **Account Description** formula could be:

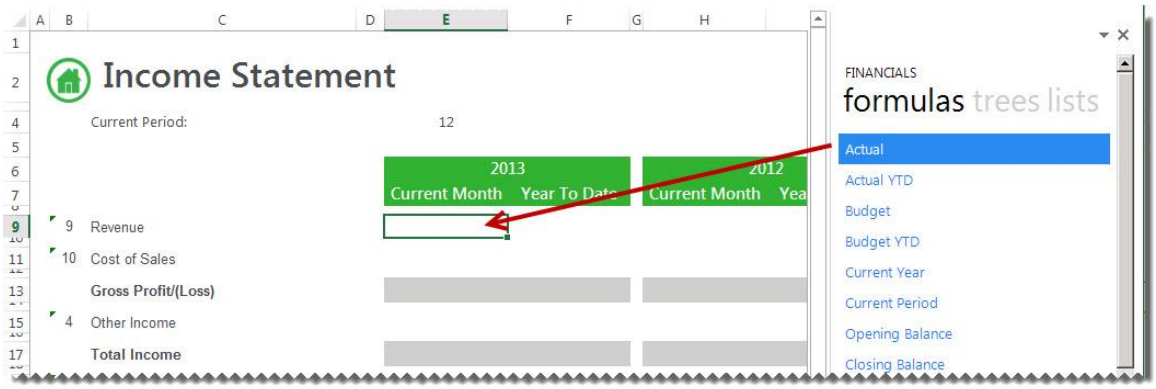
=AccountDescriptionEvo("Softline",A11)



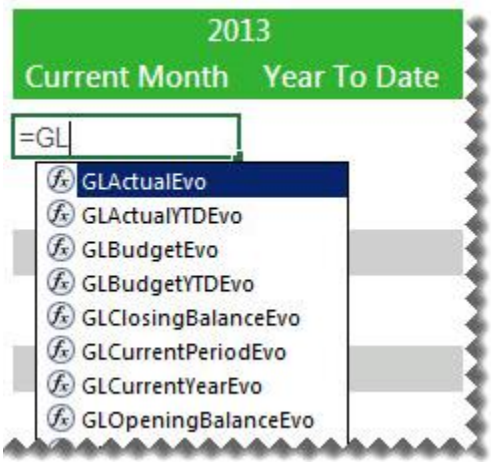
3.5.2 Adding Formulas

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

- Select the desired formula from the task pane. Drag and drop the formula onto your Microsoft Excel spreadsheet.



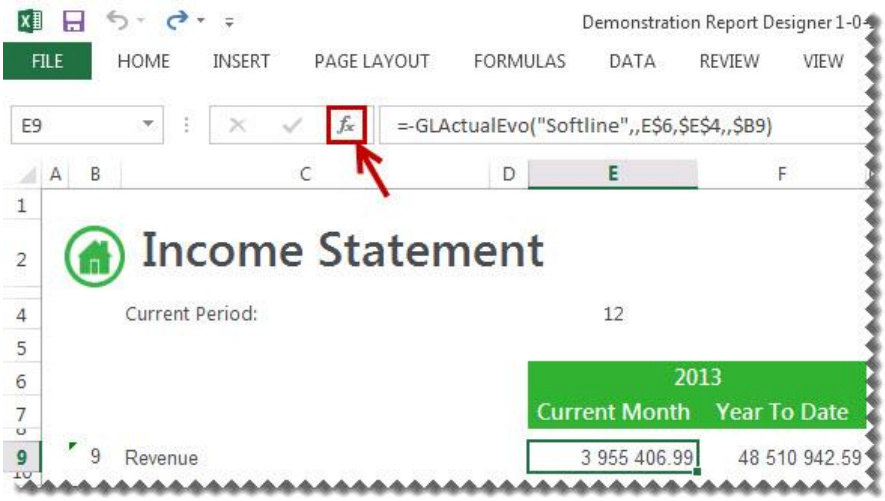
- Type the formula name directly into the cell.



3.5.3 Editing Formulas

There are two ways to edit the formulas.

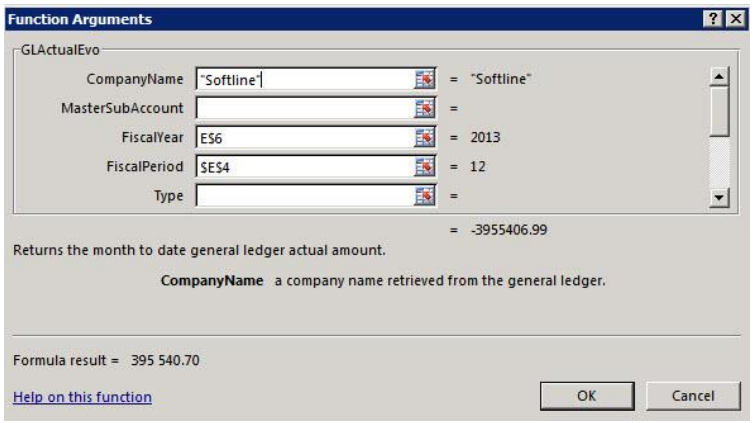
- The formula settings (function arguments window) can be accessed by clicking on the cell containing the formula and then clicking **fx**.



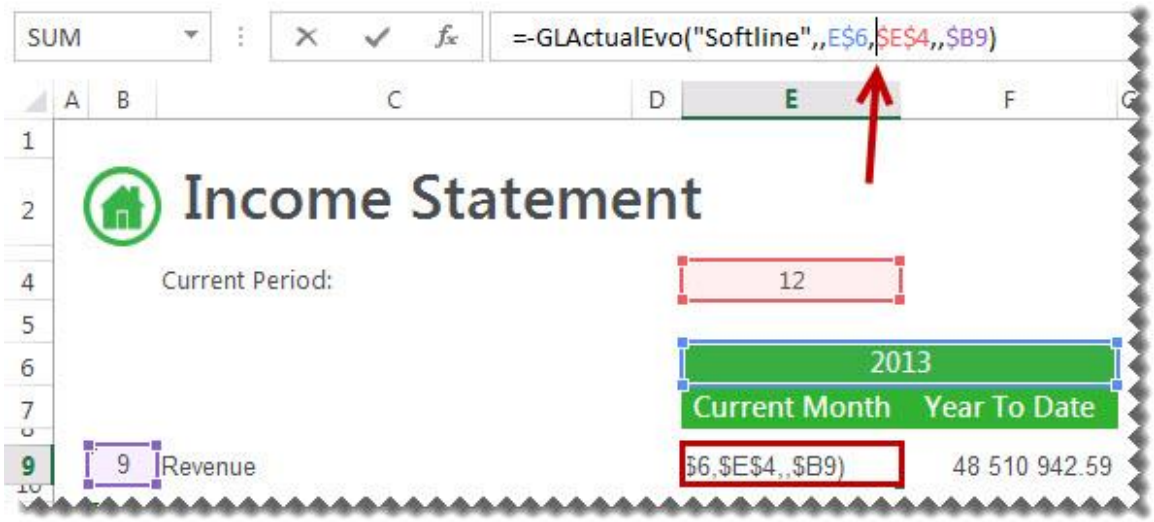
Warning: If there is more than one formula in a cell, only the formula result will be shown unless you click the specific formula you wish to edit in the formula bar, prior to clicking fx.

- 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, **CompanyName** is applied first, followed by **MasterSubAccount**, **FiscalYear**, **FiscalPeriod**, and **Type** in that order.



- Formulas can be edited manually if you are familiar with the format of the formula. 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.

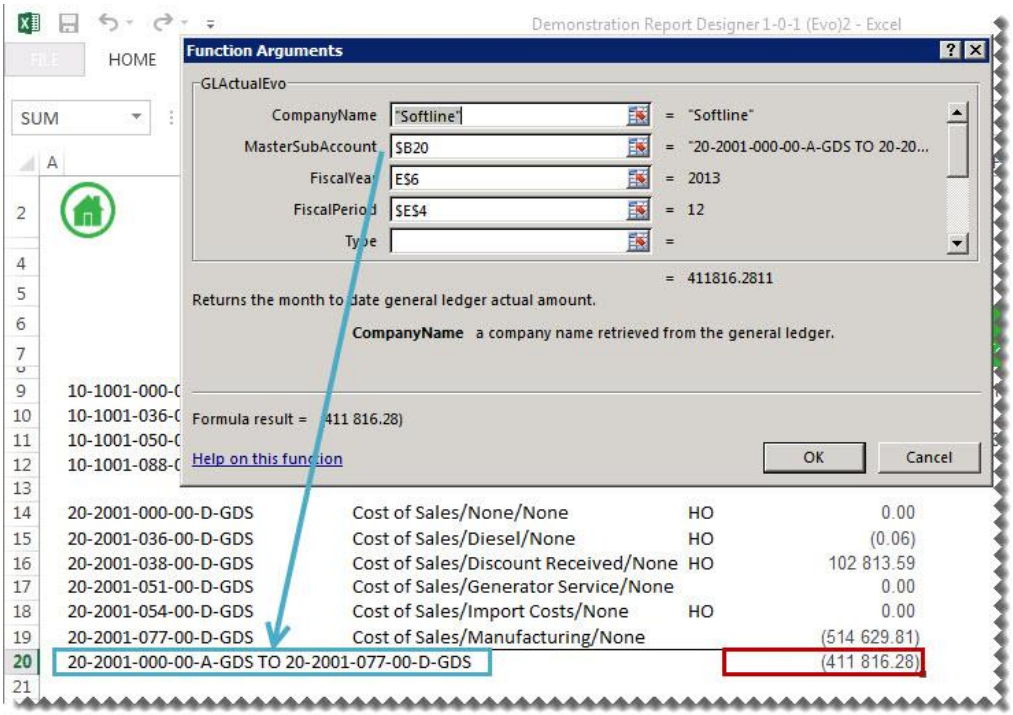
Drag the fill handle down to copy these to other accounts requiring the same change.

3.5.4 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.

An example would be if you wanted to summarize specific accounts instead of listing each one as per below.



Tip:

– Use account ranges to ensure new accounts being added to the general ledger are included in your reports.

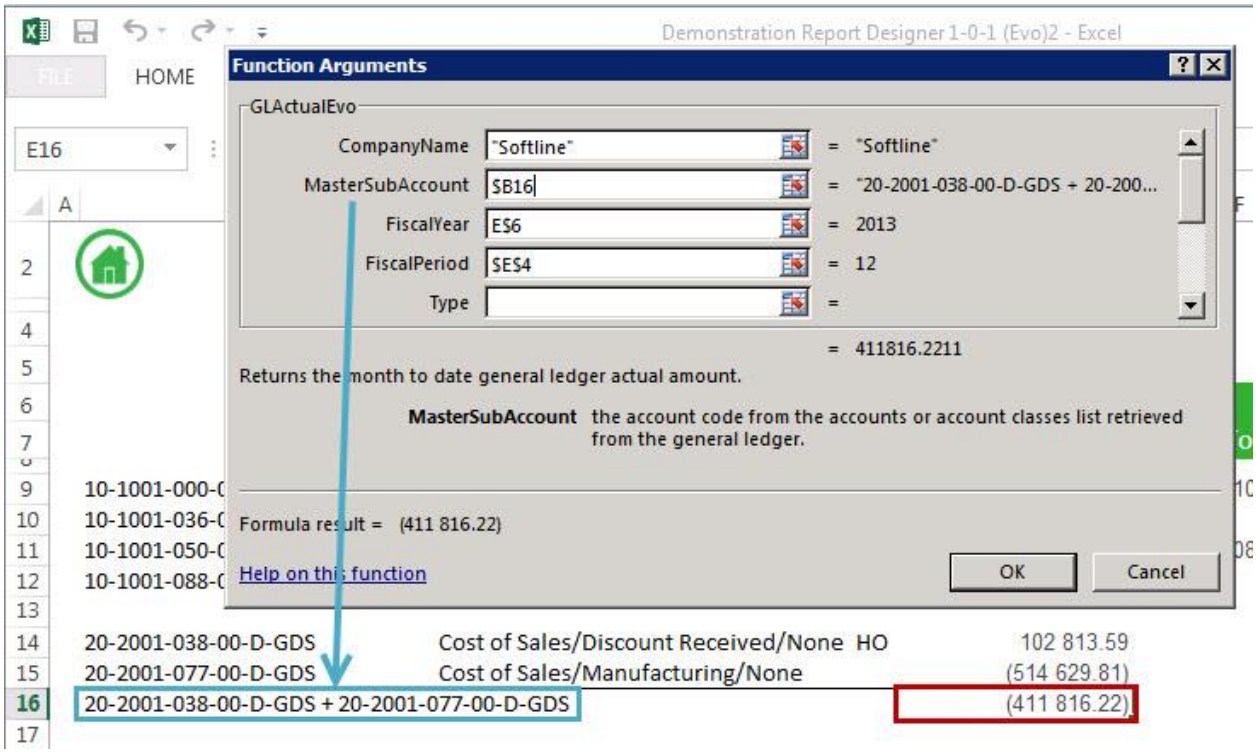
– Alpha characters are supported in an account range.

Using Mathematical Calculations

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

The mathematical calculation could be used in the cell which is referenced by the **MasterSubAccount** argument.

For example, typing **20-2001-038-00-D-GDS + 20-2001-077-00-D-GDS** in the cell will give a total figure for Account **20-2001-038-00-D-GDS** and Account **20-2001-077-00-D-GDS**.



Note: The use of a space on either side of the + or – is required in order for the formula to be correctly recognized. Brackets are also supported thus calculations in brackets (parenthesis) are calculated first.

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.

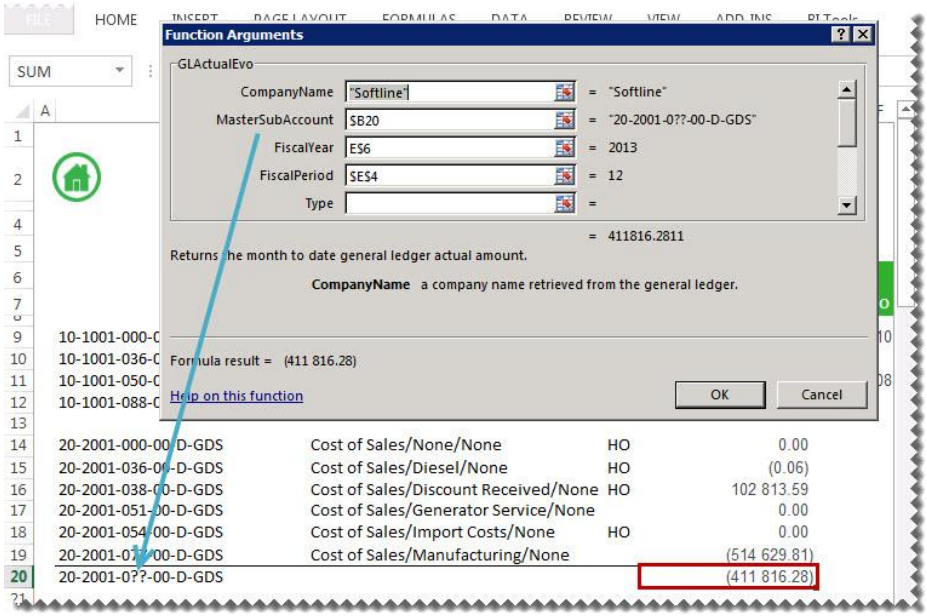
Depending on the size of the organization, fully qualified account number segments can have different representations for different companies.

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
20-2001-?	Filter all accounts beginning with segments **20-2001-**	20-2001-000-00-A-AAA up to 20-2001-999-99-Z-ZZZ
20-2001-???-00-A-COM	Filter all accounts beginning with segments **20-2001-** and ending with **-00-A-COM**	20-2001-000-00-A-COM up to 20-2001-999-00-A-COM

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



3.5.5 Using Cell References

A cell reference identifies the location of a cell or group of cells in a spreadsheet. 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 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 **2012** and you used **2011** 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 Microsoft 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 **A5** or **B10**.

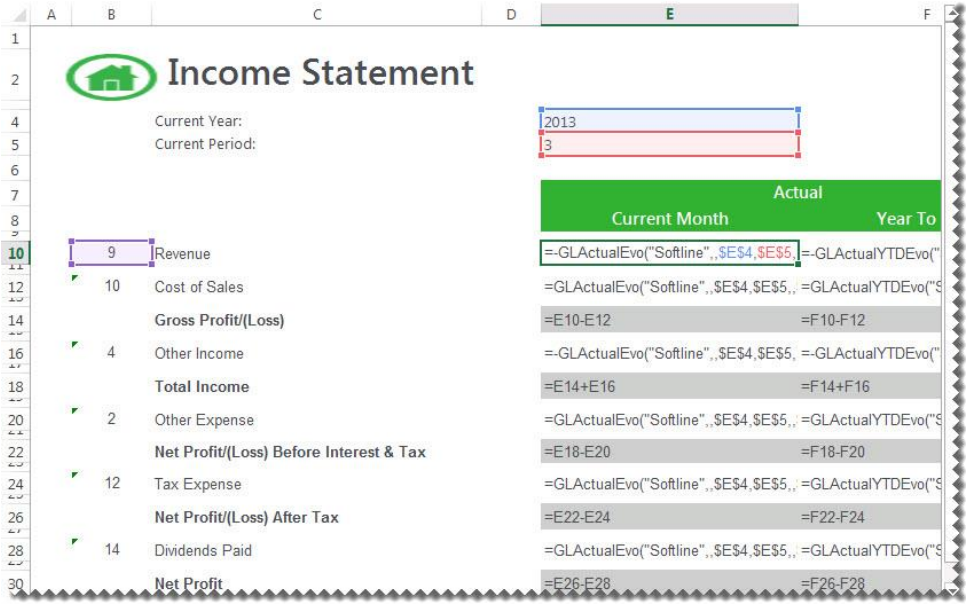
You can also mix absolute and relative cell references. An example would be copying a cell reference of **$A5**, the column reference will remain **A** but the row reference will change to reflect the formulas new location.

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.

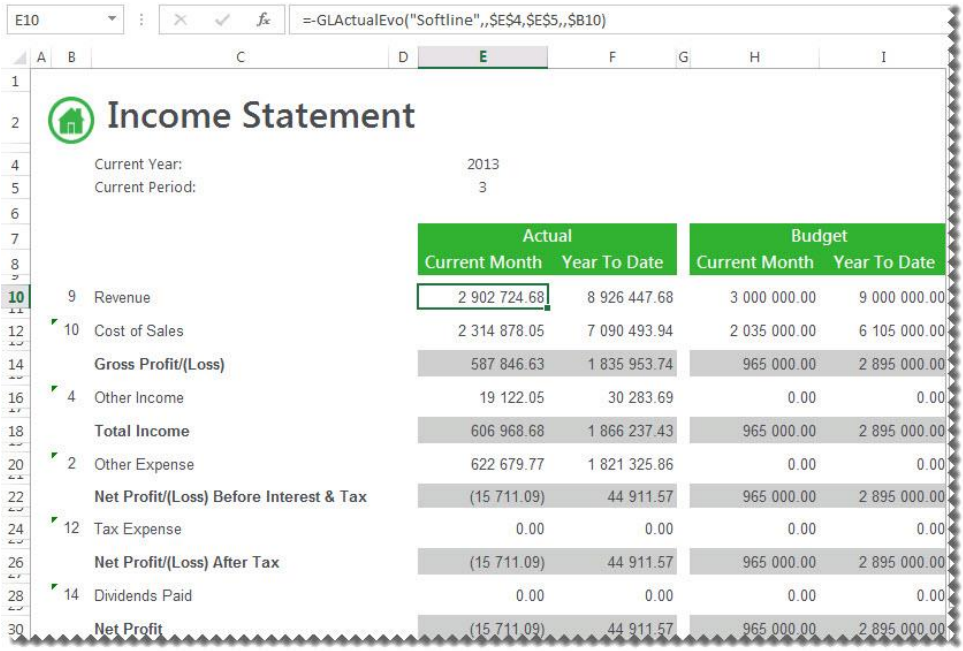
3.5.6 Displaying Cell Formulas instead of Values

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.



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

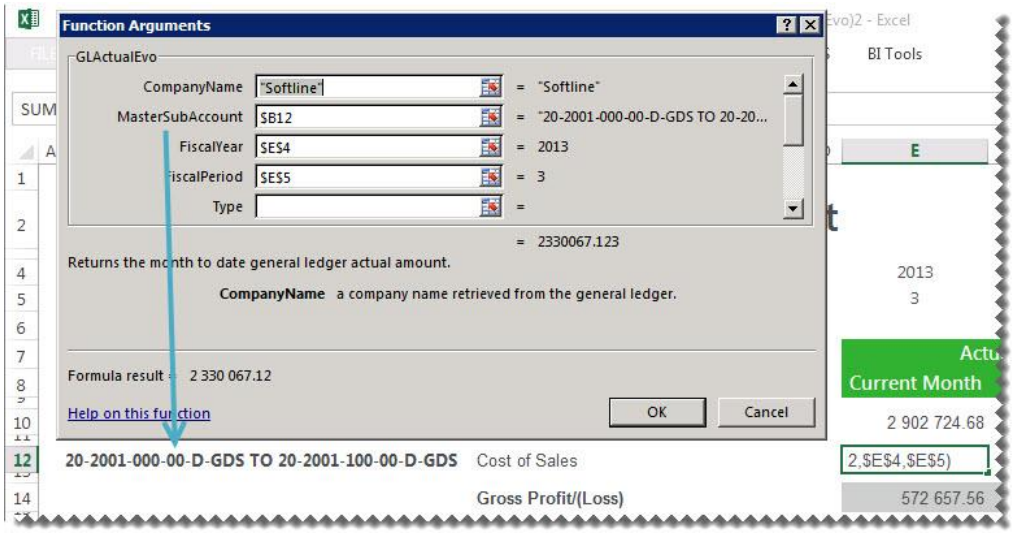


3.6 Catering for New General Ledger Accounts

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 **MasterSubAccount**.argument. If any new accounts were added to the general ledger, for example **20-2001-080-00-D-GDS Cost of Sales/Fuel**, it would automatically be included in the **Cost of Sales** amount as it falls within the range of **20-2001-0000-00-D-GDS TO 20-2001-100-00-D-GDS**.



3.7 Designing Financial Reports

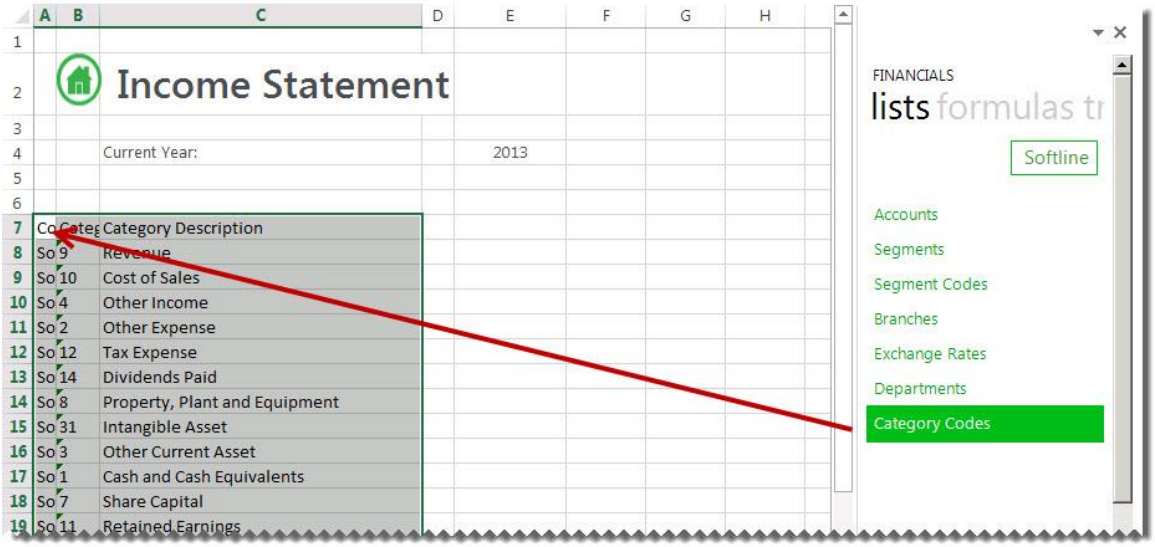
3.7.1 Designing a Basic Summarized Income Statement

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

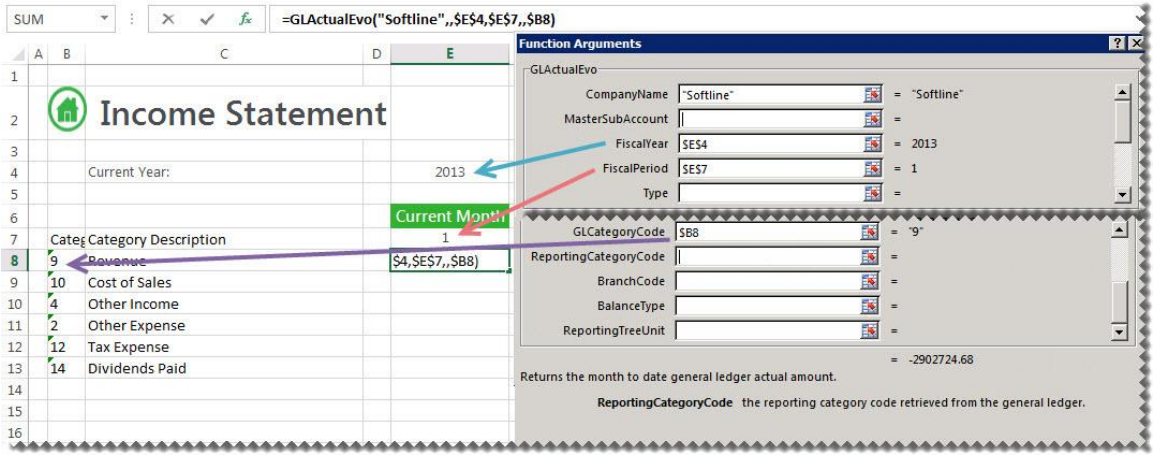
1. In Microsoft Excel, set up your spreadsheet with a heading and the filters you would like to use.

Tip: Filters allow you to retrieve specific data based on your selections. These selections can be changed in Microsoft Excel at any time resulting in your report being immediately updated to reflect the new data.

2. At least two lines under the filters, drag and drop the **Category Codes** 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.

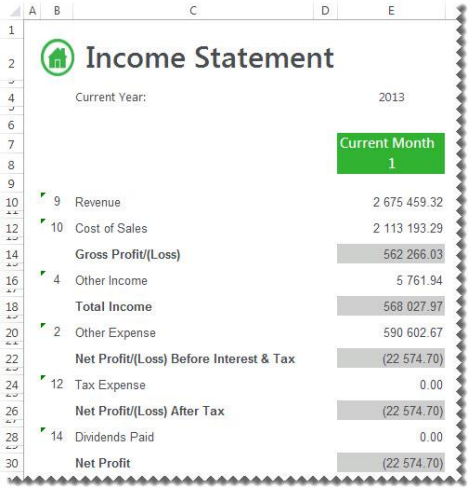


Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic **Using Relative or Absolute Cell Referencing**.

Tip: Change the sign of any accounts required, by adding - to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

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

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

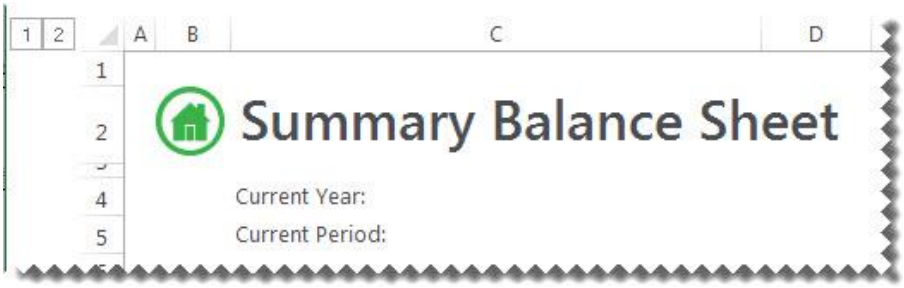


9. Save your report.

3.7.2 Designing a Basic Balance Sheet

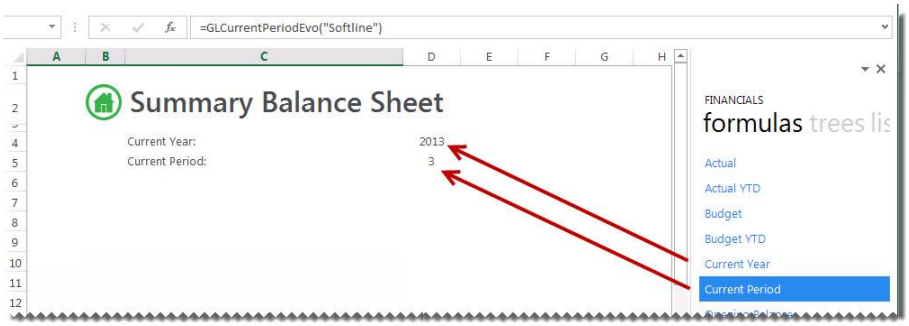
This is a demonstration on how to design a basic balance sheet using the Report Designer. A basic accounting knowledge is required. We will be using the accounts list to report the opening and closing balances.

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

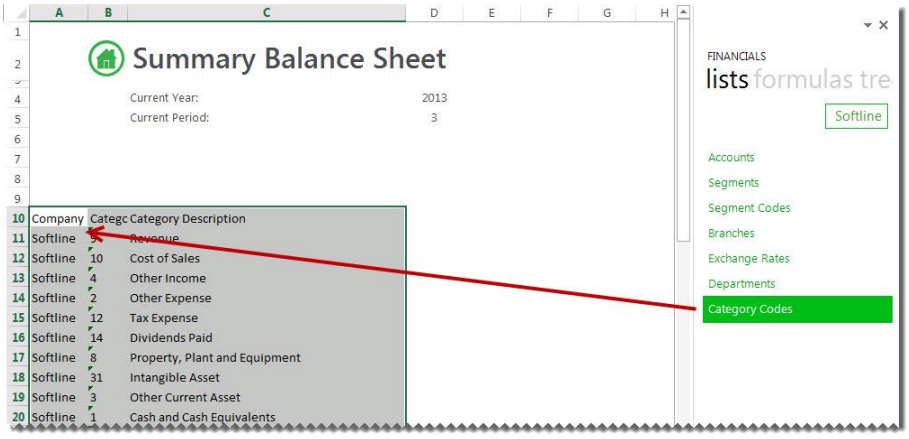


Tip: Filters allow you to retrieve specific data based on your selections. These selections can be changed in Microsoft Excel at any time resulting in your report being immediately updated to reflect the new data.

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



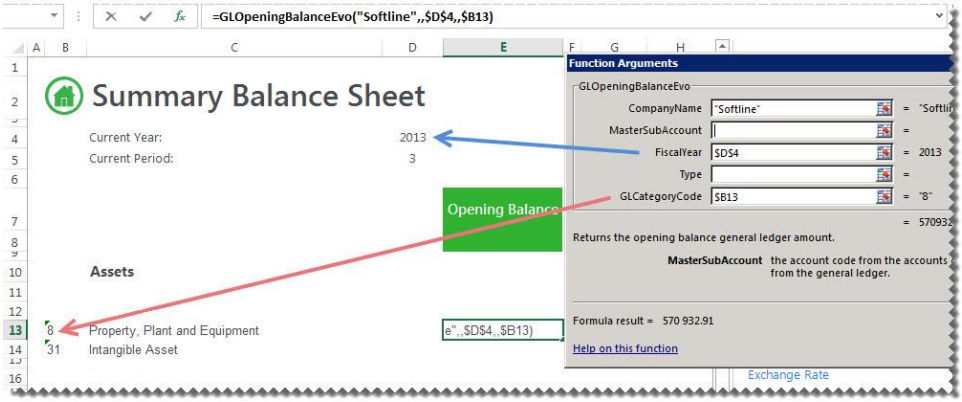
3. Drag and drop the **Category Codes** list into cell A10. You will use this list to help create your report.



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 spreadsheet in the same row as your first account.

7. 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.

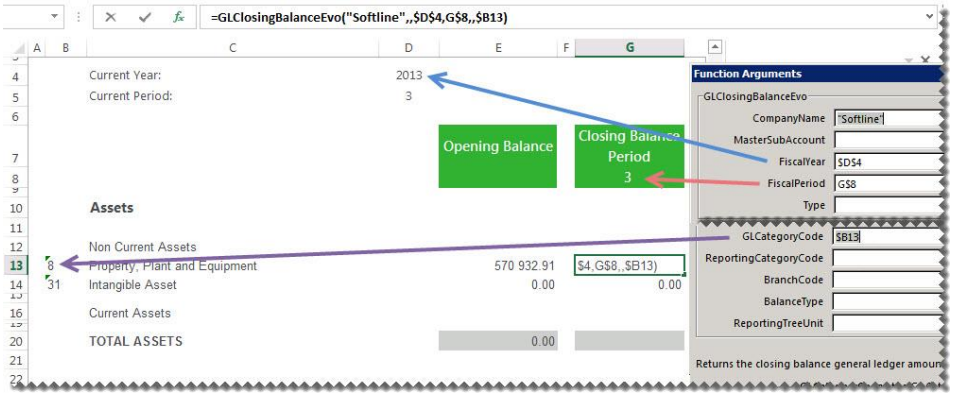


8. Drag the fill handle down to copy the formula to all the accounts required.

9. Add the period to the Closing Balance Period title. This allows you to change the period to see different results per period.

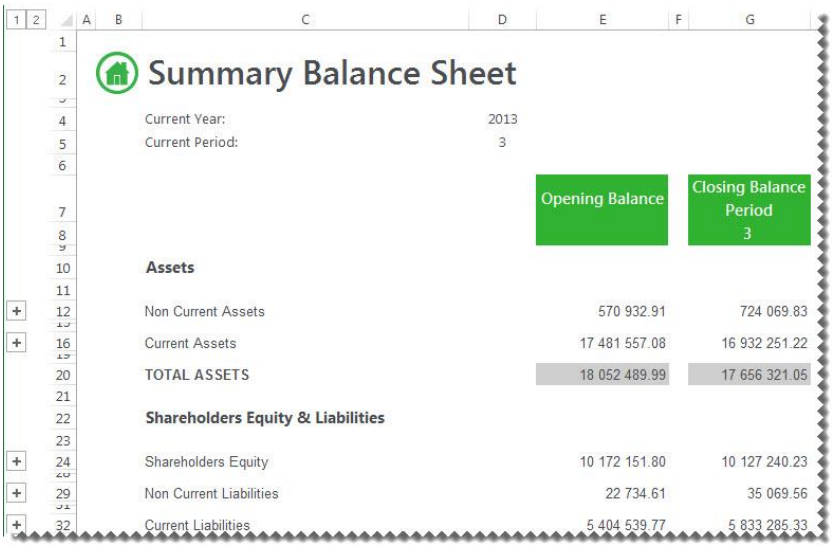
10. Drag and Drop the Closing Balance formula onto your spreadsheet in the Closing Balance Period column in the same row as your first account.

11. 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.



12. Drag the fill handle down to copy the formula to all the accounts required.

13. Add totals, grouping and formatting using Excel features and set your print area.

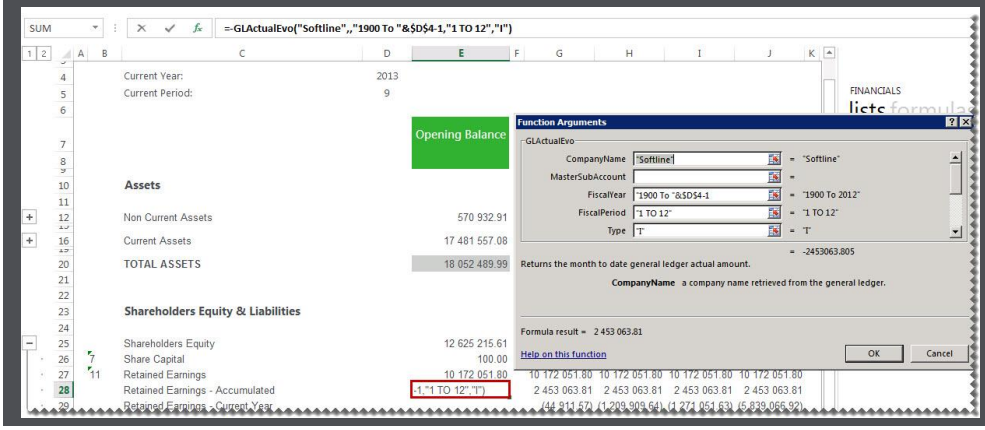


		Opening Balance	Closing Balance Period 3
Summary Balance Sheet			
Current Year:	2013		
Current Period:	3		
Assets			
Non Current Assets		570 932.91	724 069.83
Current Assets		17 481 557.08	16 932 251.22
TOTAL ASSETS		18 052 489.99	17 656 321.05
Shareholders Equity & Liabilities			
Shareholders Equity		10 172 151.80	10 127 240.23
Non Current Liabilities		22 734.61	35 069.56
Current Liabilities		5 404 539.77	5 833 285.33

Note: Under the Shareholders Equity, the accumulated retained earnings for all open years can be calculated by adding the following formula:

-GLActualEvo("Softline",,"1900 To "&D4-1,"1 TO 12","I")

where 1900 is the earliest open year and cell $D4 is the current year.

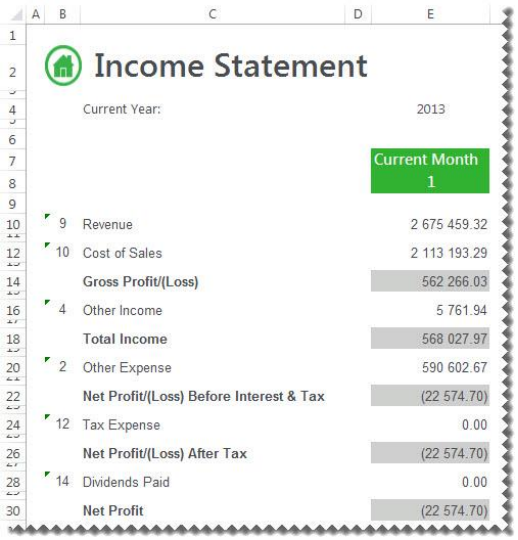


14. Save your report.

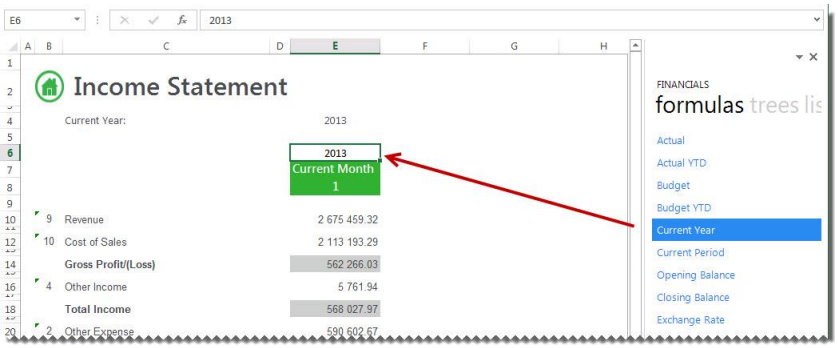
3.7.3 Designing a Rolling Income Statement

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 Microsoft Excel formulas and basic accounting is required.

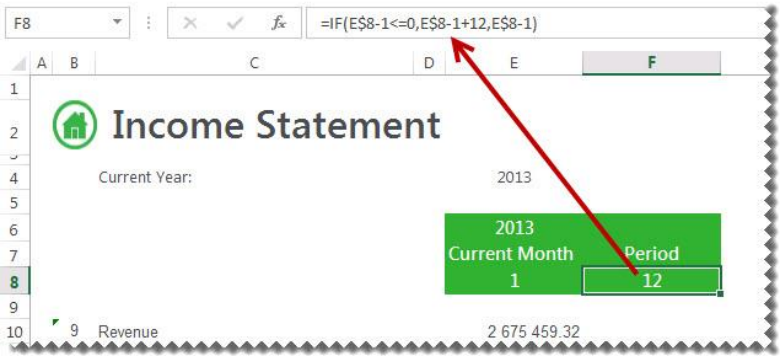
1. Follow the instructions to create a basic income statement.



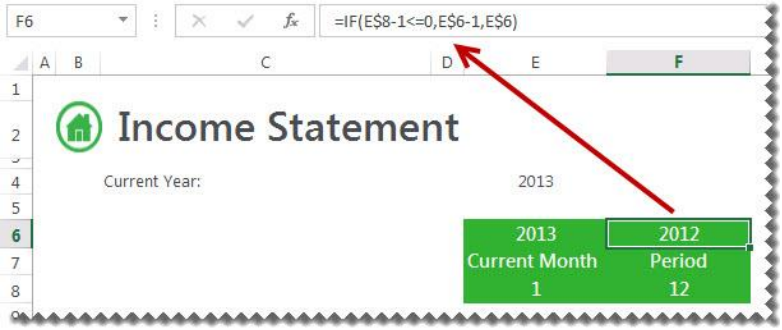
2. Select the cell above the **Current Month** cell.
3. Drag the current year formula to the cell.



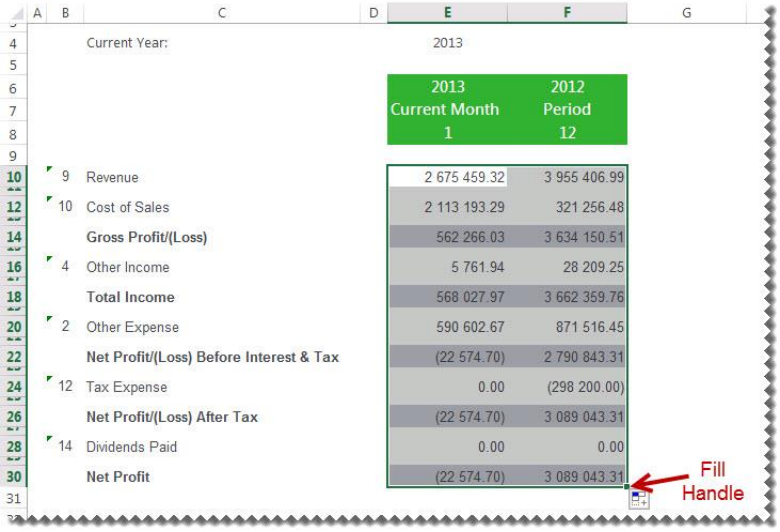
4. On the right of the **Current Month** cell, create a heading named **Period**.
5. In the cell below it add an Excel formula to determine the correct period to report on. One way in which you can create this formula is to use the **IF** function. The IF statement checks whether a condition is met, 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.



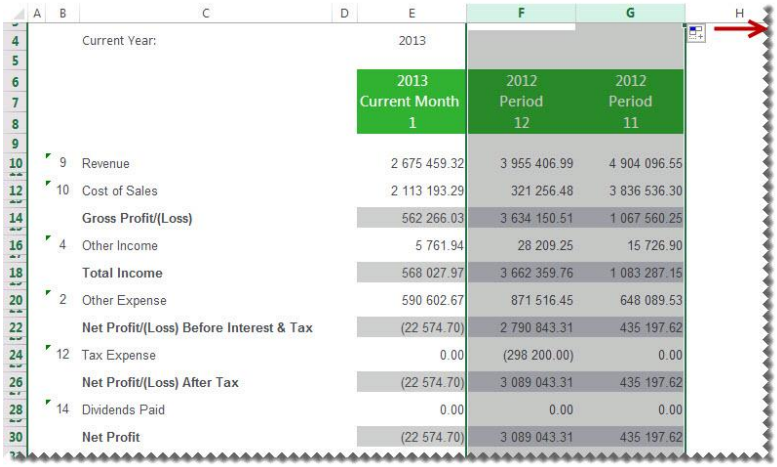
6. Add an Excel formula to determine the correct year to report on. One way in which you can create this formula is to use the **IF** function. The IF statement checks whether a condition is met, and returns one value if True, and another if False. In this example, the year is calculated by subtracting one from the current period. If the result is less than or equal to zero, then the period is within the previous year.



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



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



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

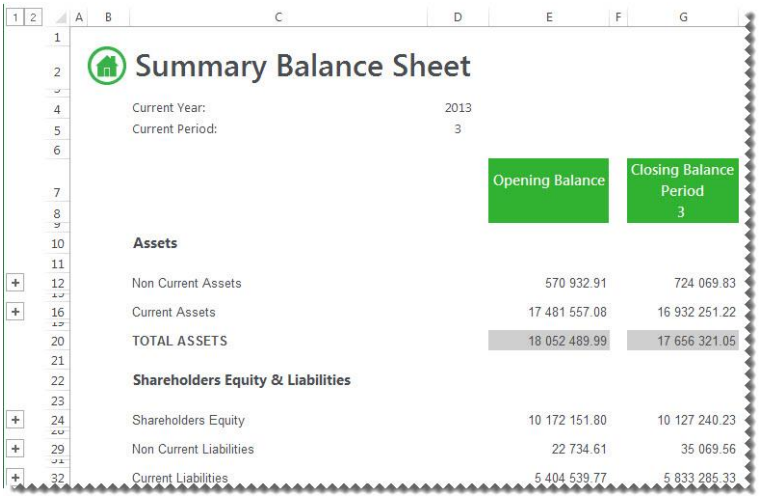
Note: The year and period numbers changed automatically to cater for one calendar year.

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

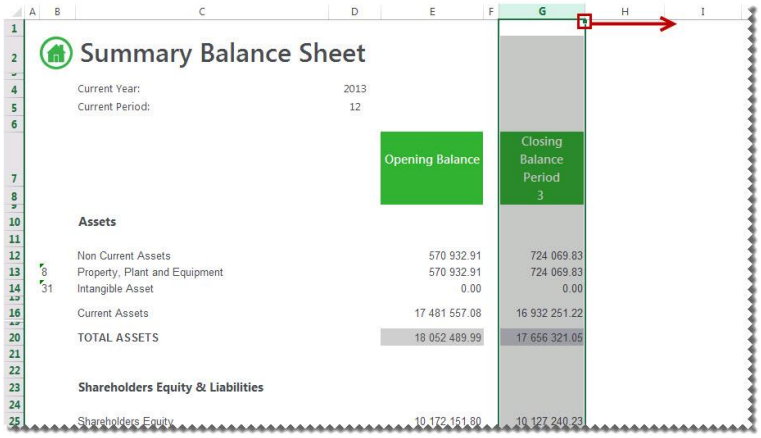
3.7.4 Designing a Quarterly Balance Sheet

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.

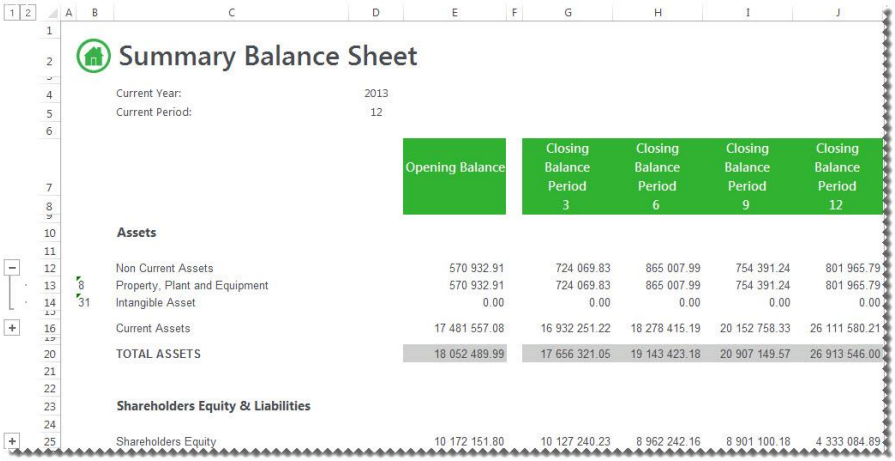


2. Select the **Closing Balance** column and drag the fill handle across to three more columns.



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

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



Summary Balance Sheet

		Current Year:	2013				
		Current Period:	12				
				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
	8	Property, Plant and Equipment		570 932.91	724 069.83	865 007.99	754 391.24	801 965.79
	31	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						
		Shareholders Equity		10 172 151.80	10 127 240.23	8 962 242.16	8 901 100.18	4 333 084.89

5. Save your report.

3.7.5 Designing a Cash Flow Report

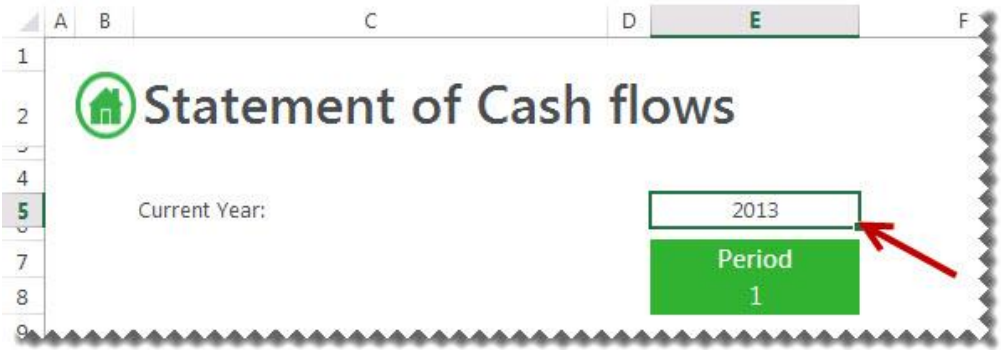
This is a demonstration on designing a Cash Flow Report using the Report Designer. The report will be created in such a way that once set up, no manual changes will need to be made to it, allowing you to use the same report for all future periods and years. Accounting knowledge is required.

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

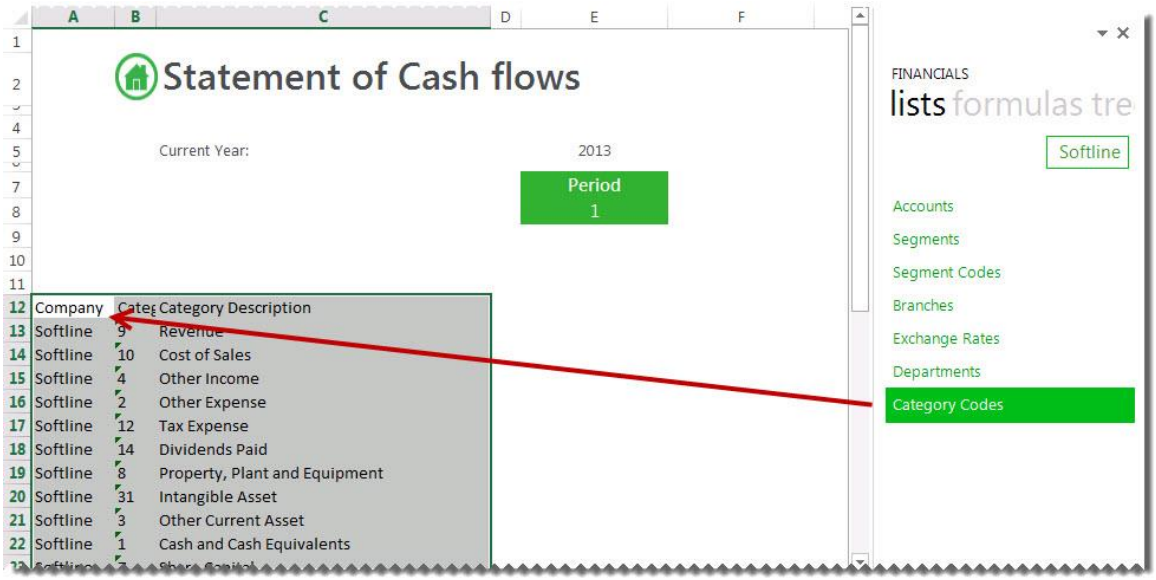
Tip: Filters allow you to retrieve specific data based on your selections. These selections can be changed in Microsoft Excel at any time resulting in your report being immediately updated to reflect the new data.

2. Add a heading for the period column.

3. Drag the formula for Current Year into the correct cell.

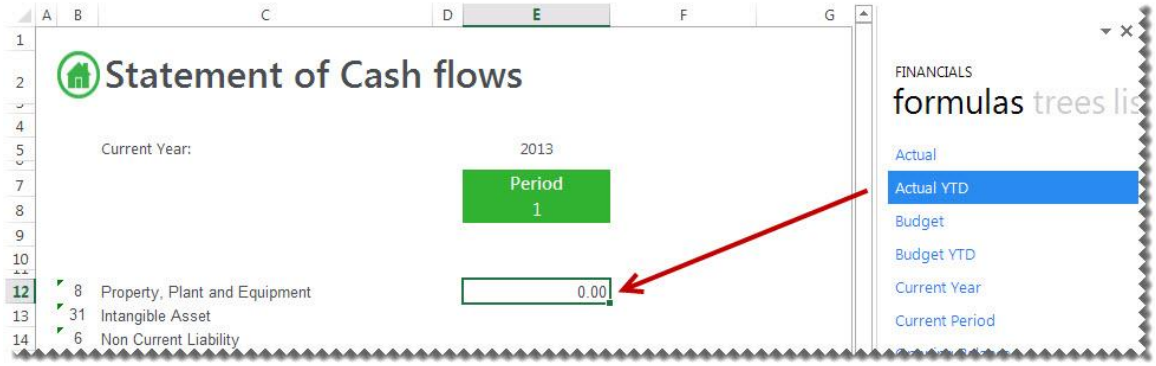


4. Drag-and-drop the **Category Codes** from the **Lists**. You will use this list to help create your report.

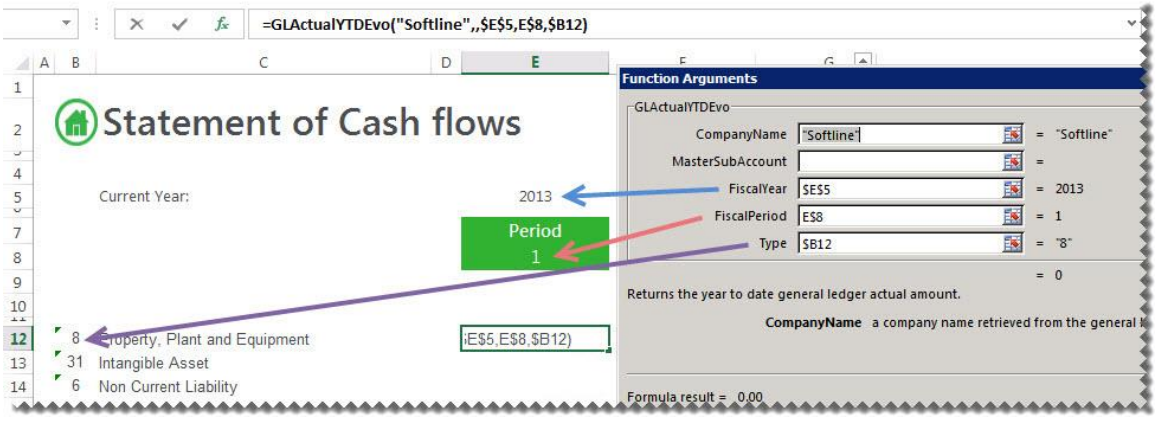


5. Delete the columns and the accounts not required.

6. Drag and Drop the **Actual YTD formula** onto your spreadsheet in the same row as your first account.



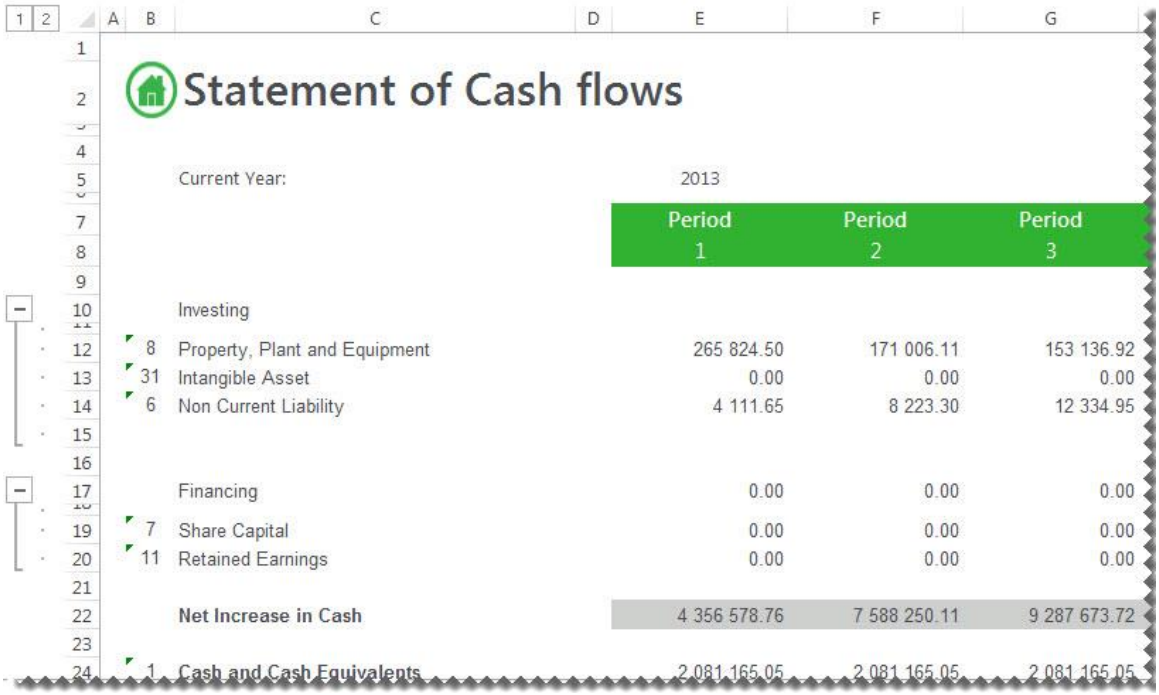
7. Change the formula to link to the correct account, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



Tip: Change to absolute cell referencing where the cells remain constant. Refer to the topic **Using Relative or Absolute Cell Referencing**.

Tip: Change the sign of any accounts required, by adding **-** to the beginning of the formula. Drag the fill handle down to copy these to other accounts requiring the same change.

8. Use the fill handle to copy the formula down to all of the other accounts.
9. Add any totals, grouping and formatting you require using Excel features and set your print area.
10. Select the **Period** column and drag the fill handle across to fill an additional column.
11. Repeat for as many periods as you require for the fiscal year.



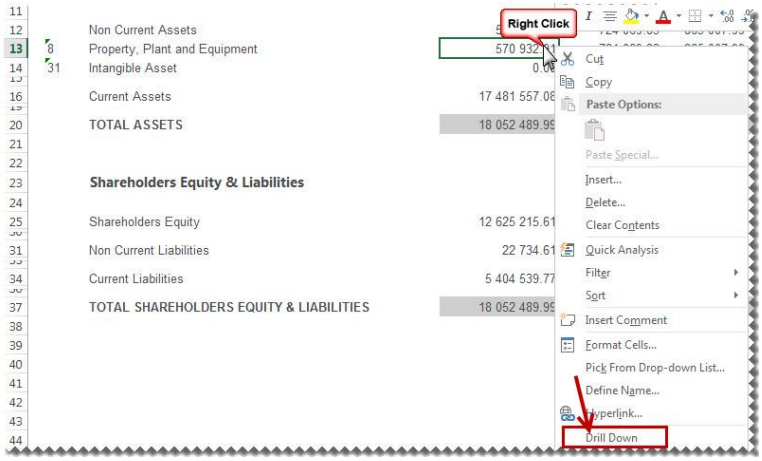
		Statement of Cash flows			
		Current Year:	2013		
			Period 1	Period 2	Period 3
		Investing			
	8	Property, Plant and Equipment	265 824.50	171 006.11	153 136.92
	31	Intangible Asset	0.00	0.00	0.00
	6	Non Current Liability	4 111.65	8 223.30	12 334.95
		Financing	0.00	0.00	0.00
	7	Share Capital	0.00	0.00	0.00
	11	Retained Earnings	0.00	0.00	0.00
		Net Increase in Cash	4 356 578.76	7 588 250.11	9 287 673.72
	1	Cash and Cash Equivalents	2 081 165.05	2 081 165.05	2 081 165.05

12. Save your report.

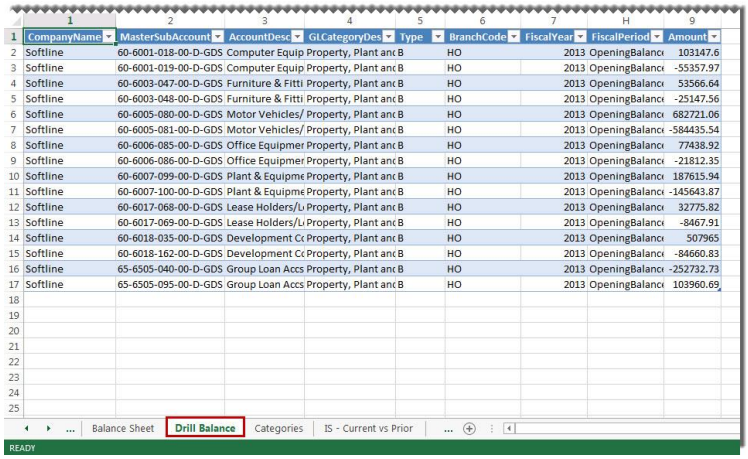
4.0 Drilling Down on Values

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.



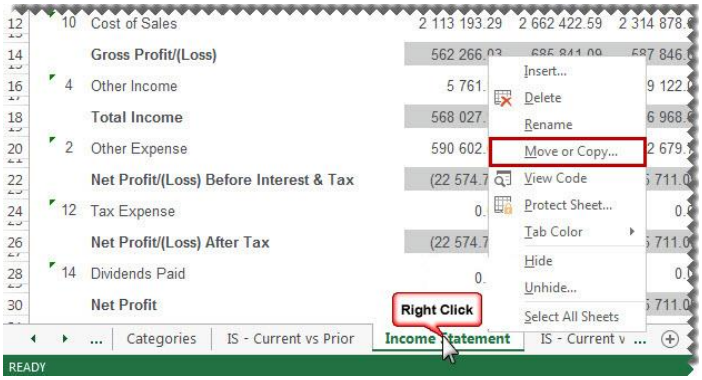
To drill down further to GL transaction level, right-click on the cell which contains the value you want to view more detail on, and select **Drill Down** again. Another new worksheet named **Drill Transactions** will be created with the GL transaction details.

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**.

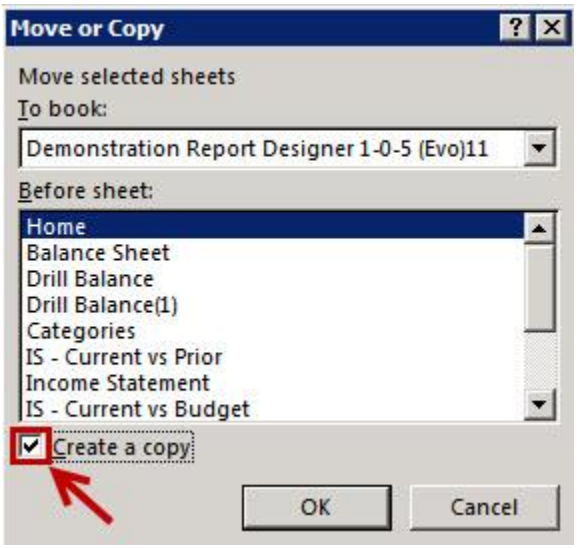
5.0 Copying Reports

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**.

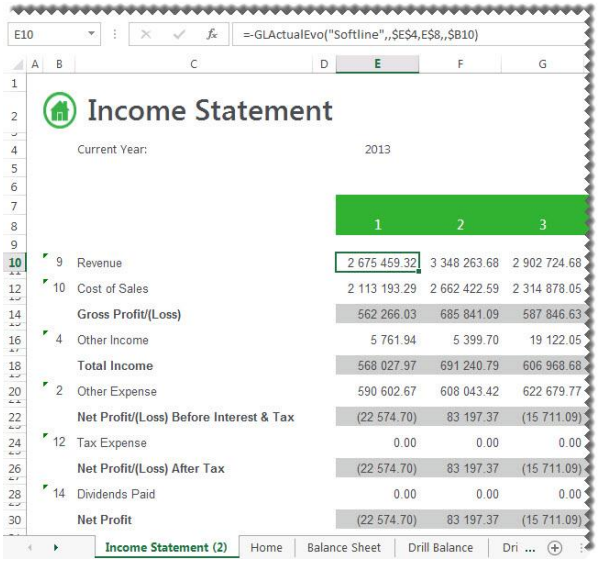


2. Select Create a copy and the location within the current workbook where you would like the worksheet copied to.



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.



6.0 Saving Reports

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

7.0 Preserving Formulas when Distributing Reports

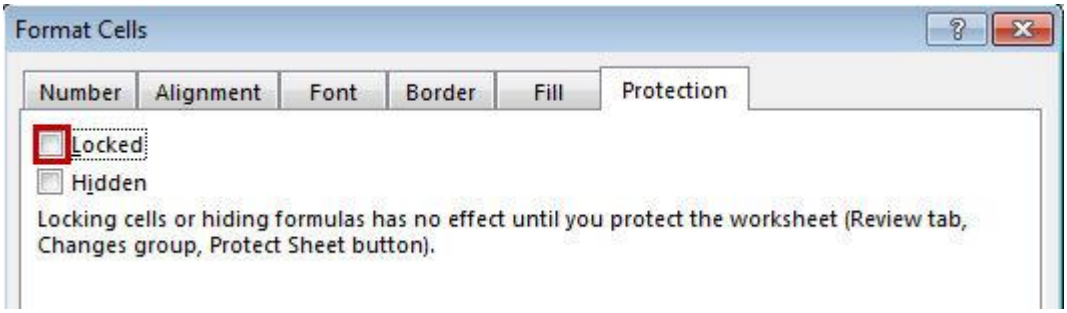
In order to preserve formulas when distributing reports, the worksheet must be protected in Microsoft Excel. You can also use worksheet protection to prevent changes to the worksheet.

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
Edit objects	Doing any of the following: 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.

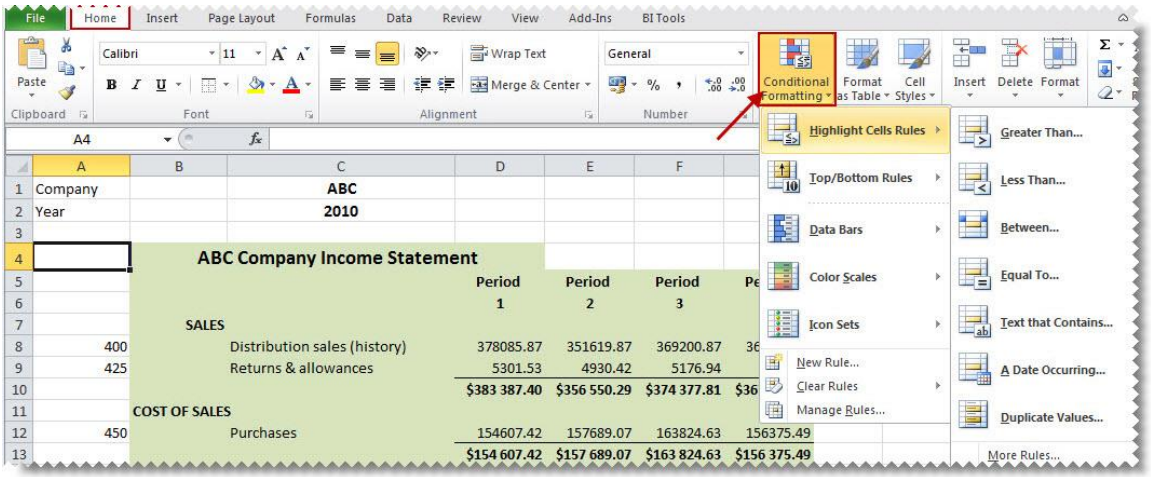
8.0 Best Practice

The benefits of applying a best practice standard are:

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

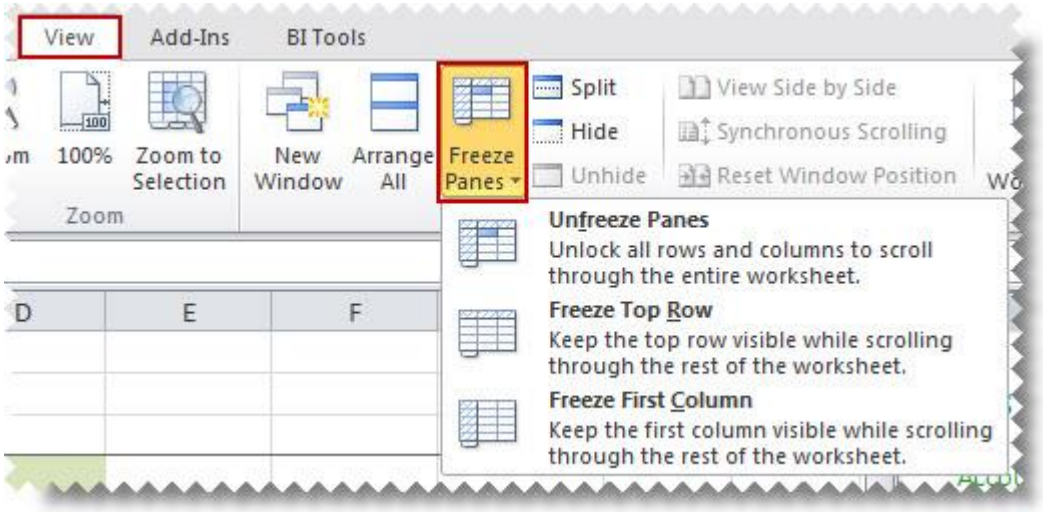
We recommend that you …

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



9.0 Reporting Trees

9.1 What are Reporting Trees?

Although you can create financial reports without the aid of a reporting tree, the reporting tree allows you to model a very sophisticated reporting structure and view your organization in many different ways with the click of a button. Some companies may have very complex corporate hierarchies that require hundreds of tree units, as well as other hierarchies that require much fewer tree units.

Most organizations have a hierarchical structure in which departments (or other business units) report to one or more higher-level units. In a traditional organizational chart, the lower units on the chart typically report to increasingly higher units.

Intelligence Reporting uses the term **reporting unit** for each box in an organizational chart. A reporting unit can be an individual department from the general ledger, or it can be a higher-level, summary unit that combines information from other reporting units. For a Report Designer layout that includes a reporting tree, one report is generated for each reporting unit and at the summary level. All of these reports use the text columns, row and column layouts that are specified in the Report Designer.

Each reporting tree contains a group of reporting units. Intelligence Reporting allows you to easily add or change reporting units without requiring a change to your financial data.

9.2 Reporting Unit Structures

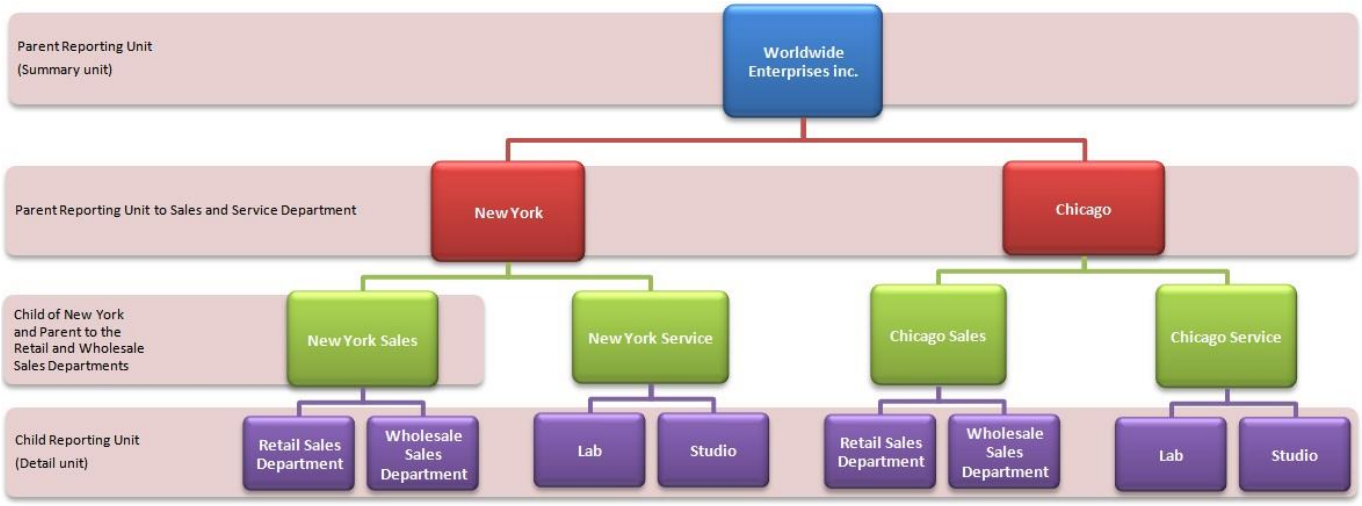
Intelligence Reporting uses the following kinds of reporting units:

- A detail unit draws information directly from the financial data or from a Microsoft Excel spreadsheet file.
- A summary unit summarizes data from lower-level units.

A reporting tree consists of parent reporting units and child reporting units:

- A parent reporting unit is a summary unit that pulls summarized information from a detail unit. A summary unit can be both a detail unit and a summary unit; that is, a summary unit can draw information from a lower unit, the financial data, or an Excel spreadsheet. Thus, a parent unit can, in turn, be the child unit of a higher parent unit.
- A child reporting unit can be either a detail unit that pulls information directly from the financial data or a spreadsheet, or it can be an intermediate summary unit (that is, the parent unit to a lower unit, but also the child unit to a higher-level summary unit).

The following diagram shows the parent and child reporting units, and their hierarchical relationship, for the organization **Worldwide Enterprises inc**.



The lowest-level detail reporting units (Retail Sales, Wholesale Sales, Lab and Studio) represent departments in the financial data.

The higher-level summary units simply summarize information from the detail units.

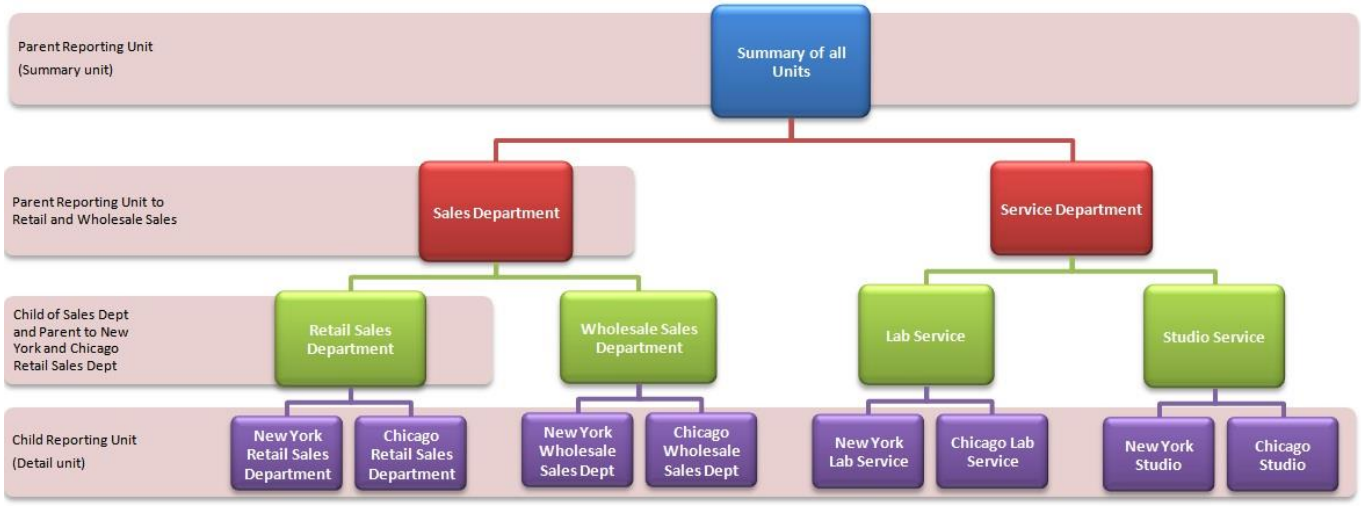
Reporting Trees

In Intelligence Reporting, you can create an unlimited number of reporting trees to view your organization in different ways. Each reporting tree can contain any combination of departments and summary units.

By rearranging the structure among the reporting units, you can create different reporting trees. You can then use the same Report Designer Layout with each reporting tree, enabling you to create different financial report layouts very quickly.

For example, the diagram below shows a reporting tree that is essentially the same as the reporting tree that is shown above. The difference is that the reporting structure displays an organizational structure that is divided by business function instead of by location. These two reporting trees demonstrate different perspectives on entity operations.

If you create several different reporting trees, you can print a series of financial statements each month that analyze and present your entity's operations in various ways.



9.3 Parent Child Relationships

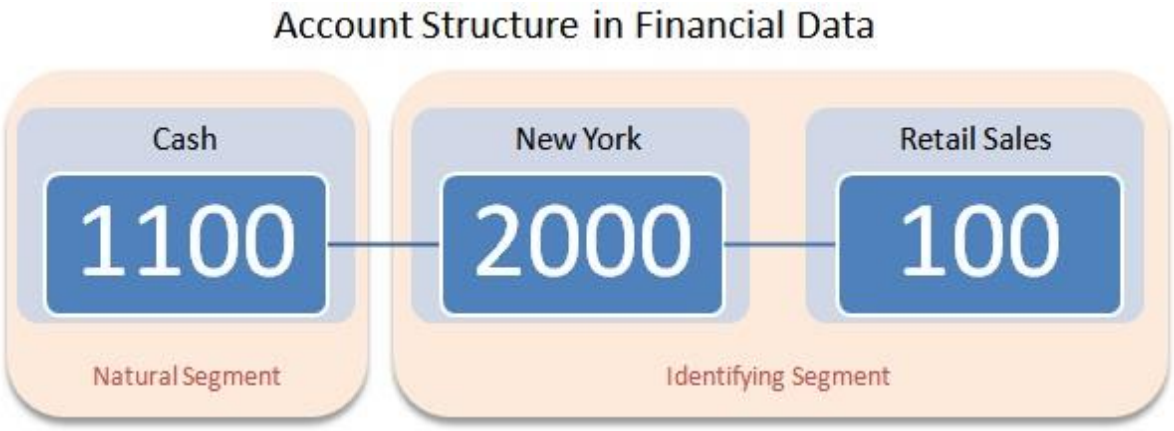
The most common type of reporting tree is composed of parent units that pull summarized information from the detail units and child units that contain detail units of account information. However, many detail/summary hierarchy combinations can be created. A child unit can be both a child to the higher unit as well as a parent to a lower unit. See topic Reporting Unit Structures.

You can create this parent/child hierarchy structure by moving individual reporting units or an entire branch (parent unit and all child units) to higher or lower levels on the graphical tree. This is called promoting and demoting units. Promoting a unit moves it to a higher level in the tree. Demoting a unit moves a unit to a lower level. When you build a reporting tree, you can promote and demote reporting units using a drag-and-drop operation.

9.4 Account Filters

9.4.1 Account Filters

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. The following figure demonstrates how the natural segment and the Identifying segments combine to form a fully qualified account number.



The distinction between the natural and identifying segment is critical to the successful use of the Report Designer. Typically users specify the natural segment in a row definition and the identifying segment in a reporting tree definition. When reports are generated, these values combine to pull specific financial records from the source.

Reporting Trees support the use of special characters as a way to identify multiple segment values without specifically naming each one.

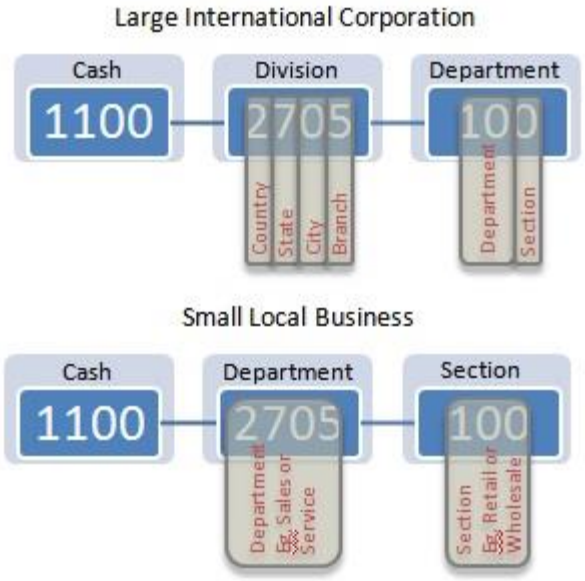
Character	Function
? Question Mark	A placeholder for a single character in a segment. In the above example, the value "1100-2???-100" will return all data with a segment range between "1100-2000-100" to "1100-2999-100" which will be all retail sales cash transactions from all branches with codes between 2000 and 2999.
* Asterisk	A placeholder for one or more characters. In the above example, the value "1100-2000-*" will return all data with a segment range between "1100-2000-0" to "1100-2000-999" which will be all cash transactions from all departments in New York.
OR	Used to describe multiple segments. In the above example, the value "1100-2000-100 OR 1100-2000-200" will return all data with a segment of either 1100-2000-100 or a segment range of 1100-2000-200 which will be all retail sales cash transactions from New York branch or wholesale sales cash transactions from New York (if 200 represented wholesale sales)
TO	Used to describe a range of segments. In the above example, the value "1100-1???-100? TO 1100-8???-100" will return all data

with a segment range from 1100-2000-100 to 1100-8999-100 which will be all cash retail sales from all branches whose branch segments range from 1000 to 8999.

9.4.2 Account Filter Examples

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

Example below:



In the above example to include all cash transactions, an account filter rule of **1100-????-???** would be used.

An extra digit may even be added to further identify a segment:

In this example to include all cash transactions, an account filter rule of **1100-????-????** would be used.

9.5 Managing Reporting Trees

9.5.1 Accessing Reporting Trees from the Task Pane

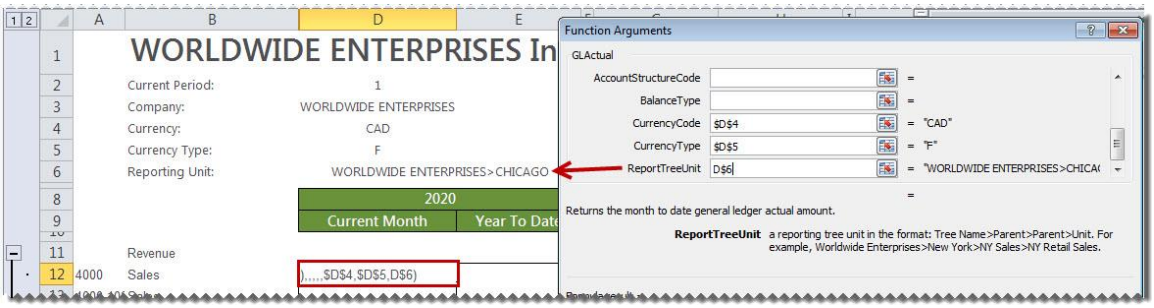
Reporting Trees which have already been created will be listed in the right task pane.

1. To view the reporting unit structure, click on the reporting tree name.

2. To view the units further down the hierarchy, click on the child units.

3. The reporting tree can be dragged and dropped into al financial report.

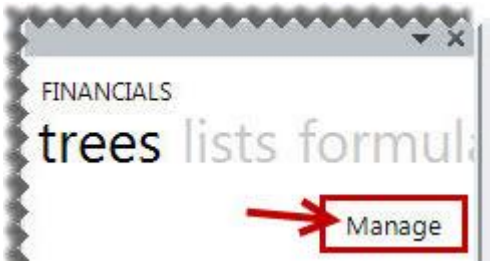
4. The reporting tree cell can then be used in formulas to run the report on that specific reporting tree.



5. By dragging in another reporting tree unit into the same cell, the report is immediately generated for the new reporting tree.

Managing Reporting Trees from the Task Pane

1. To manage reporting units, in the trees tab, click **Manage**.

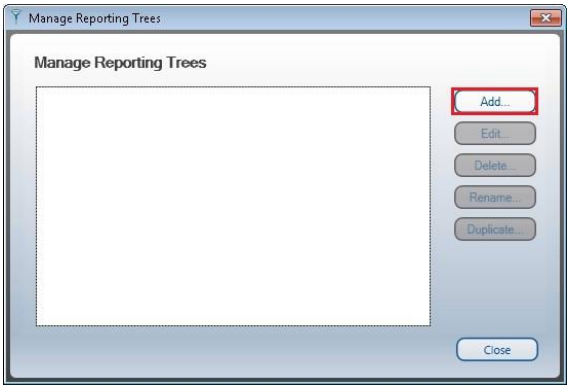


2. From the **Manage Reporting Trees** window, you can now **Add**, **Edit**, **Delete**, **Rename** or **Duplicate** your trees.

9.5.2 Creating a New Reporting Tree

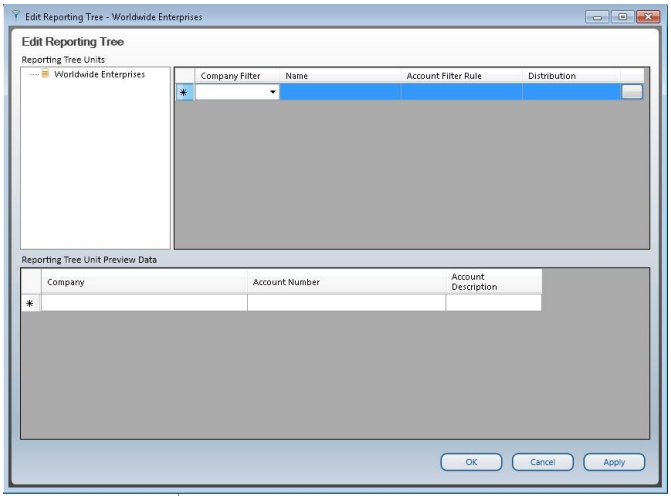
Before you build any reporting trees, you will first need to determine the various reporting structures your company will require. The best approach is to draw an organizational chart of your company. Refer to the topic, Reporting Unit Structures. Use your current general ledger departments as the lowest detail level. Add to these as many boxes as you need to show higher-level divisions or regions. Remember that each box represents a potential reporting unit in any of your reporting trees.

1. From the **Manage Reporting Trees** window, select **Add**.

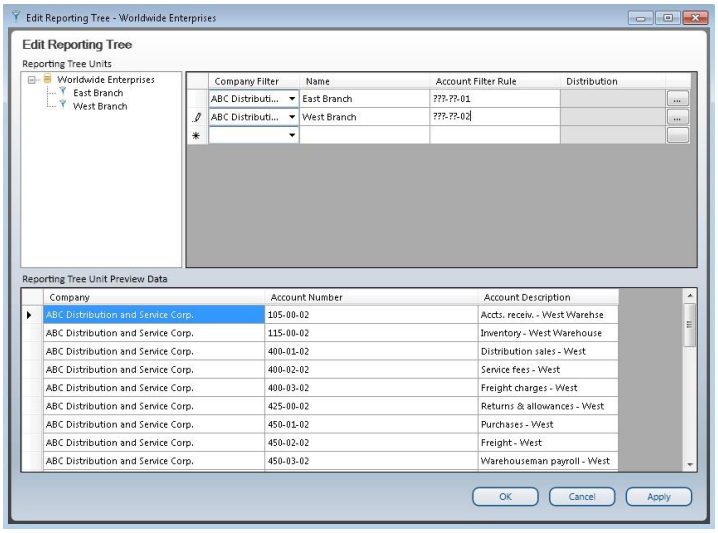


2. Enter a name for your Reporting Tree.

3. In the right pane each reporting unit will need to be added in a separate row with its relevant account filter rule.



4. The graphical tree on the left side of the Reporting Tree Manager allows you to visualize the relationship of parent/child unit hierarchy while the right side displays each reporting unit in a separate row with its relevant account filter. The Preview Pane will change dynamically to display the results of the account filter for each reporting unit. Example below:

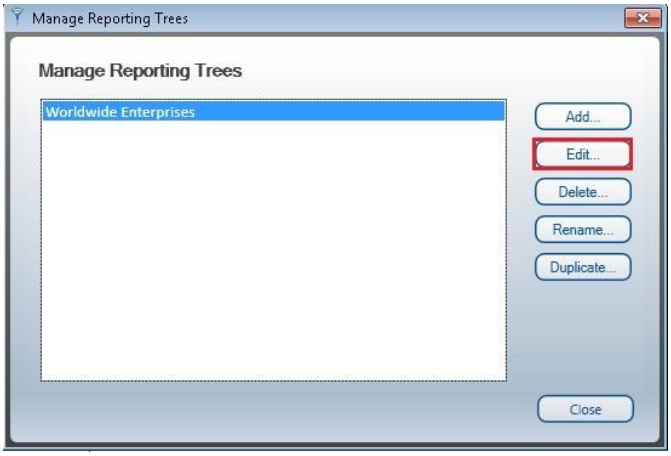


5. An optional Company filter may be applied. This will further filter the reporting unit to apply only to a specified company.
6. An optional distribution instruction may be added to each reporting unit. The distribution instruction entered here will automatically be linked to the generated worksheet. This prevents instructions from having to be selected and linked to each individual report.
7. Using drag and drop functionality, you can arrange your reporting units into parent/child hierarchies.
8. Click **Apply** to save and continue. Click **OK** to save and exit.

9.5.4 Editing Reporting Trees

To edit reporting trees, do the following:

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to edit and select the **Edit** button.

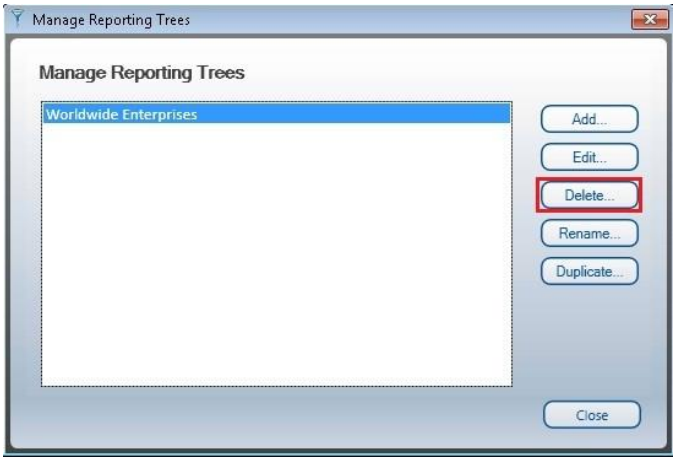


2. Make the necessary changes. Click **Apply** to save and continue. Click **OK** to save and exit.

9.5.5 Deleting a Reporting Tree

To delete reporting trees, do the following:

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to delete.
2. Select **Delete**.



3. A confirmation window will open. Select **Yes** to permanently delete the reporting tree.

9.5.6 Renaming a Reporting Tree

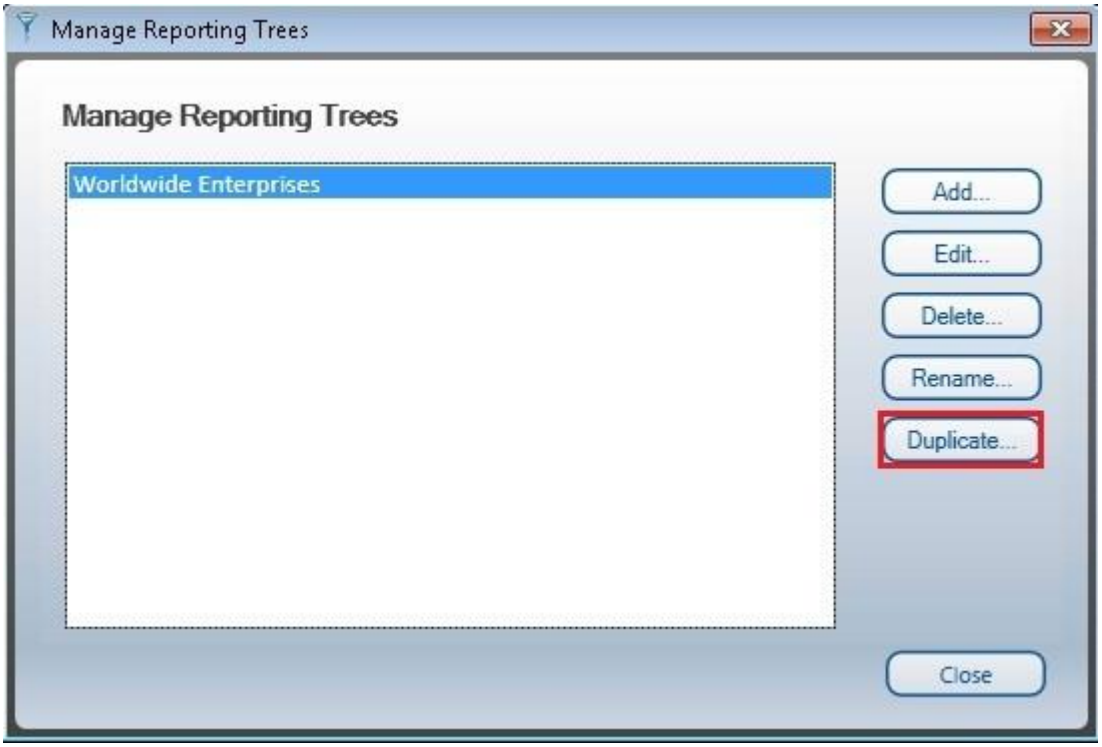
1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to rename.
2. Select **Rename**.

3. Enter the new name for the reporting tree.

4. Select **OK** to save your change. Selecting **Cancel** will exit without saving.

9.5.7 Duplicating a Reporting Tree

1. From the **Manage Reporting Trees** window, select the Reporting Tree you wish to duplicate.
2. Select the **Duplicate** button.



3. Enter a name for the copy of the reporting tree.

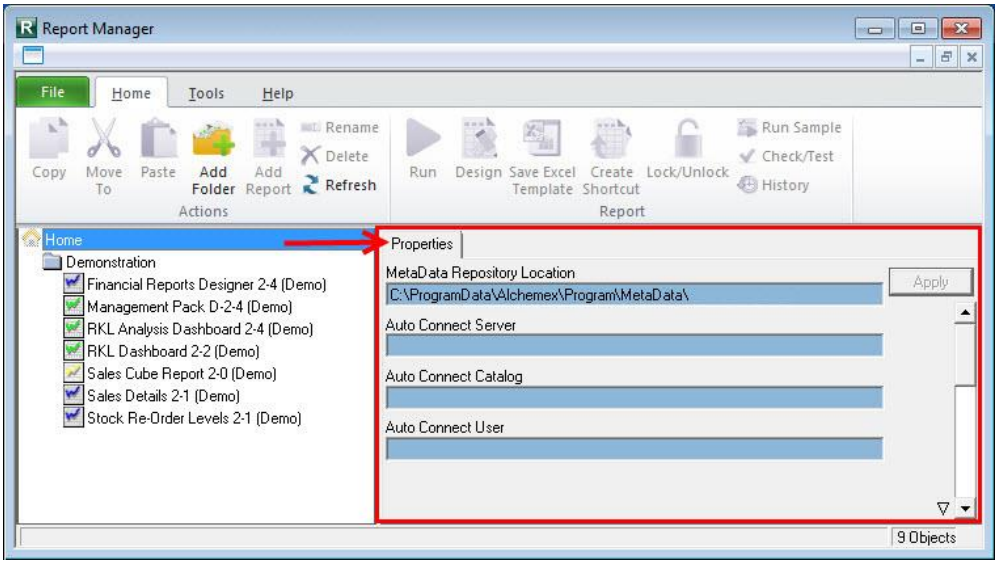
4. Select **OK** to save.

9.6 Copying Reporting Trees to other Intelligence Reporting systems

To copy Reporting Trees to other Intelligence Reporting systems, you will need to locate your metadata repository and copy the required reporting tree files.

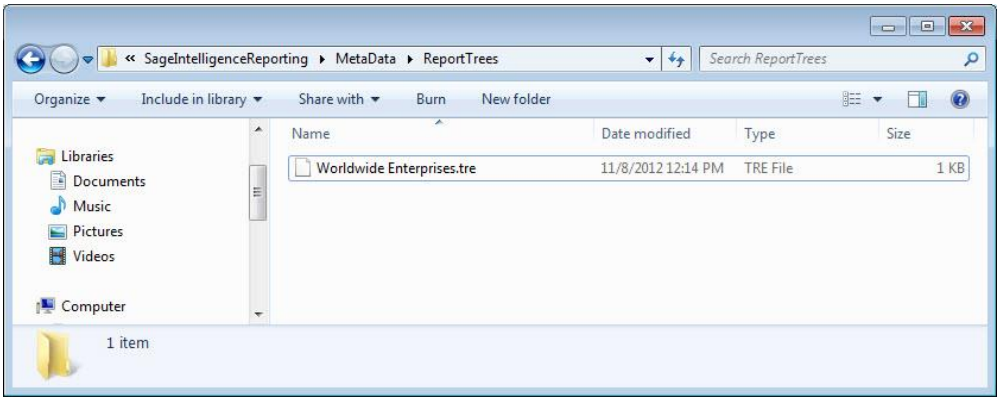
To locate the metadata repository:

1. Open Report Manager.
2. Select **Home**.
3. In the properties window, under **MetaData Repository Location**, note the path to your metadata repository.



To copy the required reporting trees:

1. Using windows explorer, browse to the location of your metadata repository.
2. Double-click the **ReportTrees** folder.
3. A list of all your reporting trees will be displayed. Copy the required reporting tree/s.



To paste reporting trees:

1. Using windows explorer on the destination Intelligence Reporting system, browse to the location of that systems metadata repository.
2. Paste the reporting tree you copied previously into the **ReportTrees** folder.

9.7 Getting Support

The Sage Intelligence Reporting Help Files have been written to provide maximum information and assistance to all Intelligence Reporting users. Every effort has been made to make Intelligence Reporting easy to understand and use. For further assistance, please contact:

Website	www.pastelevolution.co.za
Email	evolutionsales@pastel.co.za
Support	evolutionsupport@pastel.co.za
Sage Intelligence Reporting Training	(011) 304 1400 or (031) 266 9112
Sage Intelligence Reporting Online Training Academy	www.alchemexacademy.com