Sage 300
Intelligence Reporting
Editing an Existing Report Template to include Dynamic Ranges

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Table of Contents

About Dynamic Account Ranges

Dynamic Account Ranges allow you to add a dynamic range to your financial layouts in the Report Designer. Sage Intelligence Reporting will automatically refresh the range to ensure it contains the latest general ledger accounts listed on separate rows in your layout. Dynamic Account Ranges can be found on the **tools** tab of the task pane.

An advanced knowledge of Microsoft Excel formulas as well as accounting knowledge is recommended to use dynamic account ranges.

To set up dynamic account ranges, you will need to first edit existing report template and set up the dynamic ranges, and then refresh to automatically populate all of the latest general ledger accounts.

There are 3 ways you could set up the Dynamic Ranges in the active sheet:

- Using the **Set Up** Button on the **Tools** tab in the task pane.

- Typing the Dynamic Range into the active sheet.

- Using the Excel Functions option.

Note: You can only add or refresh Dynamic Ranges in the active sheet.

Editing an Existing Report Template to use Dynamic Ranges

If you've previously created a layout using the Report Designer Add-in, there are some changes you'll need to make to these layouts before you can set up dynamic ranges.

You'll need to ensure:

- The Account Description formula is used.

- Formulas are edited to include an **account type, group** or **category.**

As an example, let's work with the **Income Statement** layout in the **Demonstration Financial Report Designer** report which is provided for you.

1. Run the **Demonstration Financial Report Designer** report.

2. Select the **Income Statement** report created.

3. Expand the **Revenue** heading and delete all the rows except the first one. This will become the **template row/range** that you are required to reference when setting up the Dynamic Range.

4. Repeat for the **Cost of Sales, Other Revenue, Other Expenses, Other, Depreciation Expenses, Fixed Charges, Interest Expense** and **Income Taxes** headings.

5. In the description column, drag the **Account Description** formula into the cell.

6. Edit the formula to reference the correct account.

7. Copy the formula to the other account description cells.

8. Repeat this process for Structure Code

9. Create a new worksheet.

10. Drag the **Account Groups** list onto your sheet. You'll use these account groups in your layout.

11. Add the relevant account types to the headings. Best practice is to add it above the Account Number Cell. Type the Relevant Heading into the cell next to it. (Revenue, Cost of Goods Sold etc.)

12. Edit the formulas (in your template row) to also refer to the correct account group code.
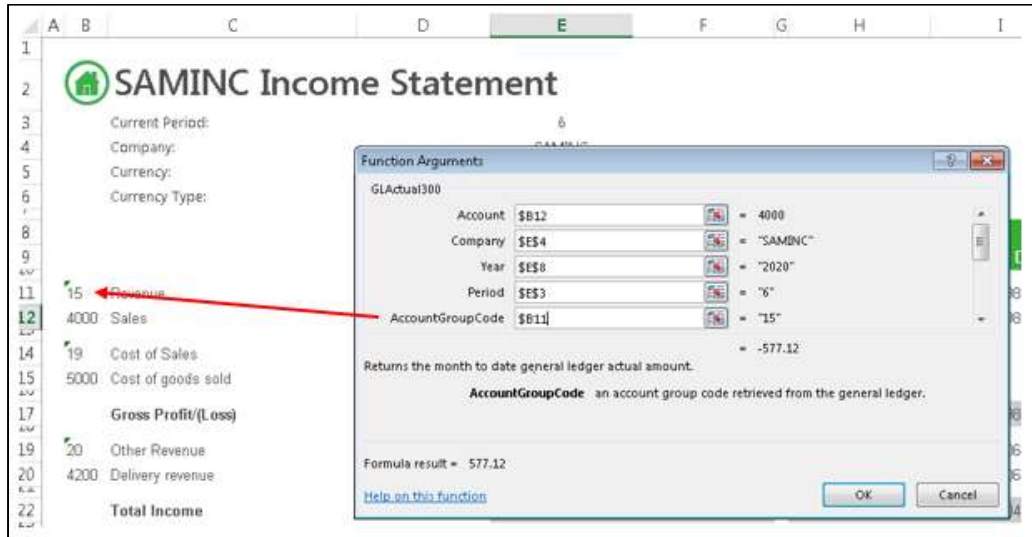
13. Ensure all of the formulas in the sheet have been edited to include the account group code.

14. Save your worksheet.

15. Now you're ready to set up dynamic account ranges in the usual manner.

16. Remember to save the template before refreshing the dynamic account ranges in case you need to make a change.

17. You can use Excel grouping to hide the account details again until you need to analyze it.

Setting Up Dynamic Account Ranges

Setting Up Dynamic Account Ranges using the Task Pane functions

Dynamic Account Ranges allow you to add a dynamic range to your financial layouts in the Report Designer. Sage Intelligence Reporting will automatically refresh the range to ensure it contains the latest GL accounts listed on separate rows in your layout. Dynamic Account Ranges can be found on the **tools** tab of the task pane.

Note: You can only add Dynamic Ranges to the active sheet.

Before setting up dynamic account ranges you must create the template in Microsoft Excel for dynamic ranges.

Using the Set Up Button on the tools tab in the task pane

Set Up allows you to set up the Dynamic Ranges in the active sheet. The **Set Up** option gives you a step-by-step process to guide you through setting up the Dynamic Ranges, and provides a checkbox option to exclude rows with a zero balance. This is the easiest method to set up dynamic ranges as it provides you with the step-by-step process.

1. On the **tools** tab on the task pane, select the **Set Up** option under **Dynamic Ranges**.
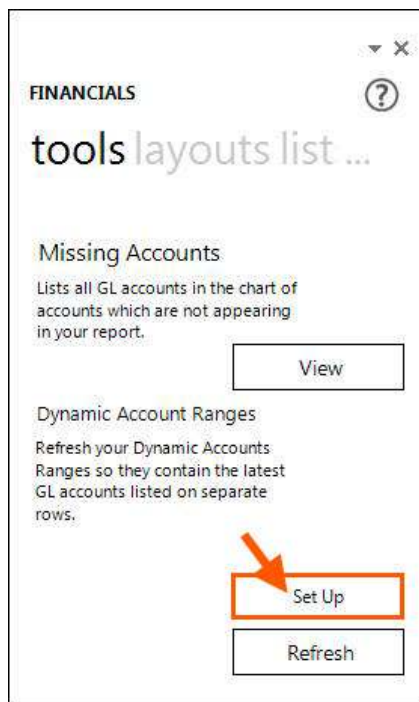
2. The **Dynamic Ranges** window will appear. Click the first ellipses to select the range of cells in Excel that contain your template row. This will be the row that the dynamic ranges will use to copy the formulas and parameters to the other rows that are added to the layout. All cells not selected in this range will not be form part of the dynamic expansion when Dynamic Ranges are refreshed and will thus remain static on the report.

Example below:

3. Absolute cell references will automatically be added for you. Click **OK**.

4. Now click the second ellipses to select the column in the Excel worksheet that will populate with your updated list of accounts.

5. Example below:

6. Click the third ellipses to select the cell in the Excel worksheet that contains the Account rule. If you have created the layout at a higher level than account level, the Account rule is not mandatory.
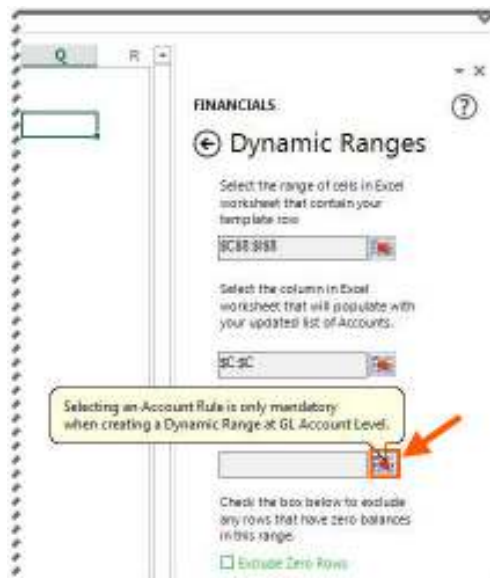
7. Enable the **Exclude Zero Rows** option if you do not want to see account rows which have zero balances in all of the columns.

8. Click **Next**. The **Select Range** window will appear. Select a cell in the active worksheet to save the dynamic ranges formula to. This can be any cell but top left is best. You can hide this row or column later.
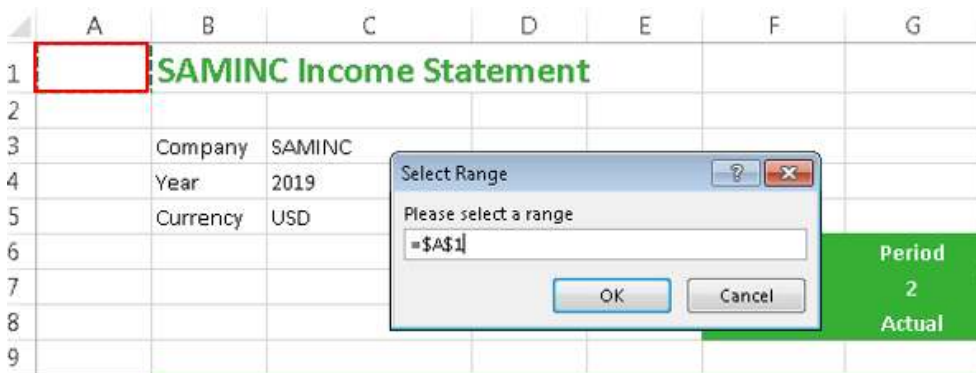
9. Click **Finish**.

10. Repeat the set up process for all Dynamic Ranges required in the active sheet. Example below:

Dynamic Range (B11:K11)	SAMINC Income Statement						
Dynamic Range (B14:K14)							
Dynamic Range (B19:K19)	Company	SAMINC					
	Year	2019					
	Currency	USD					
			Period 1 Actual	Period 2 Actual	Period 3 Actual	Period 4 Actual	Total Quarter 1 Actual
15	Revenue		-9457661.65	-1809.68	-2684366.18	-1606330.27	-13750167.78
	Account is required	Account is required	-4.43833E-10	1.13687E-12	8.87667E-10	3.0559E-10	7.50561E-10
19	Cost of Sales		2963098.72	670.73	718343.83	688306.04	4370419.32
	Account is required	Account is required	-4.43833E-10	1.13687E-12	8.87667E-10	3.0559E-10	7.50561E-10
	Gross Profit		-12420760.37	-2480.41	-3402710.01	-2294636.31	-18120587.1
20	Other Revenue		-425539.37	0	-205293.98	-215550.69	-846392.04
	Account is required	Account is required	-4.43833E-10	1.13687E-12	8.87667E-10	3.0559E-10	7.50561E-10

11. Before you continue, save your workbook in case you have made a mistake and have to revert back to the template to make a change.

12. Once all dynamic ranges have been set up in the active sheet, on the task pane, in the **tools** tab, under **Dynamic Ranges**, click **Refresh**.
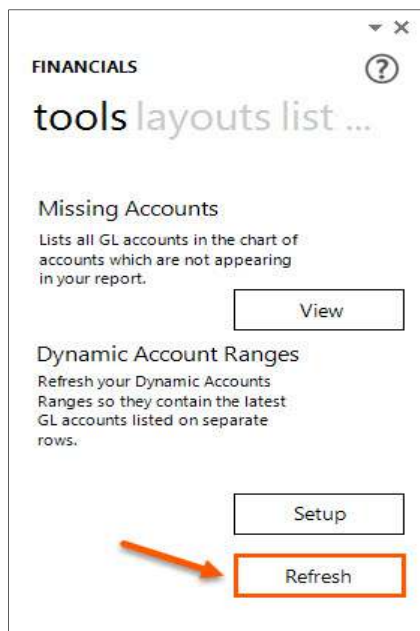
13. All of the general ledger accounts will be refreshed and available in your report.

	A	B	C	D	E	F	G	H	I	J	K
1	Dynamic Range (B11:K29)	SAMINC Income Statement									
2	Dynamic Range (B32:K49)										
3	Dynamic Range (B54:K179)	Company	SAMINC								
4		Year	2019								
5		Currency	USD								
6						Period	Period	Period	Period		Tota
7						1	2	3	4		Quart
8						Actual	Actual	Actual	Actual		Actu
9											
10		15	Revenue			-9457661.65	-1809.68	-2684366.18	-1606330.27		-137501
11		4000	Sales	ACC		7863548.14	0	1914625.54	796745.62		10574
12		4000-100	Sales	ACCDIV		612036.33	0	375422.6	394193.73		13816
13		4000-200	Sales	ACCDIV		373208.42	0	1348804.72	194044.95		19160
14		4010	Sales, accessories	ACC		56020.56	1809.68	26953.94	28363.32		113
15		4010-100	Sales, accessories	ACCDIV		25351.27	1809.68	12056.46	12659.78		518
16		4010-100-1(	Sales, accessories	REGION		7434.04	195.78	3566.33	3767.25		14
17		4010-100-2(	Sales, accessories	REGION		10905.25	0	5241.75	5482.75		216
18		4010-100-3(	Sales, accessories	REGION		2956.04	0	1455.96	1544.2		5
19		4010-100-4(	Sales, accessories	REGION		4055.94	1613.9	1792.42	1865.58		93
20		4010-200	Sales, accessories	ACCDIV		30669.29	0	14897.48	15703.54		612
21		4010-200-1(	Sales, accessories	REGION		9457.44	0	4573.68	4806.24		188

Setting Up Dynamic Account Ranges Using the Excel Functions Option

Dynamic Account Ranges allow you to add a dynamic range to your financial layouts in the Report Designer. Sage Intelligence Reporting will automatically refresh the range to ensure it contains the latest GL accounts listed on separate rows in your layout.

Note: You can only add Dynamic Ranges to the active sheet.

Before setting up dynamic account ranges you must edit the existing template in Microsoft Excel for dynamic ranges.
Although using the Set Up option in the **tools** tab of the task pane is the easiest method to set up dynamic ranges, if you are familiar with Excel and understand how dynamic ranges work, you may find typing the formula in and editing its function arguments quicker.
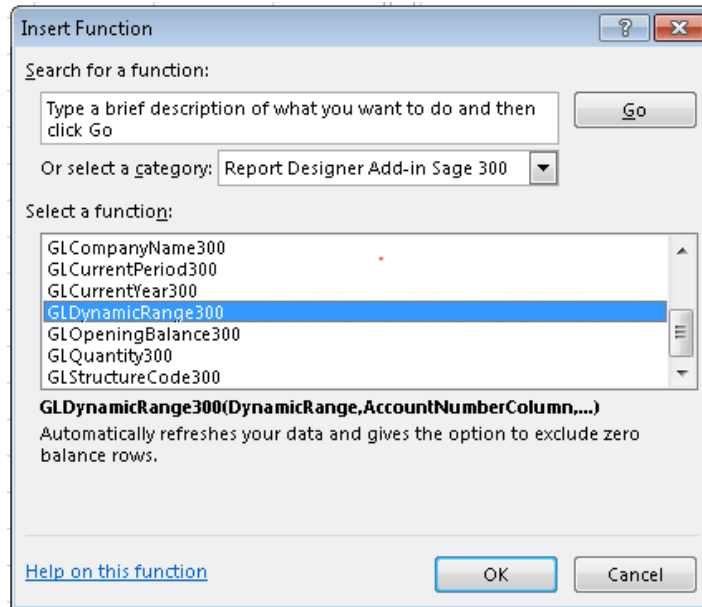
Using the Excel Functions (Fx) option

One of the options to set up dynamic ranges on the active sheet is to use the **Insert Function** option.
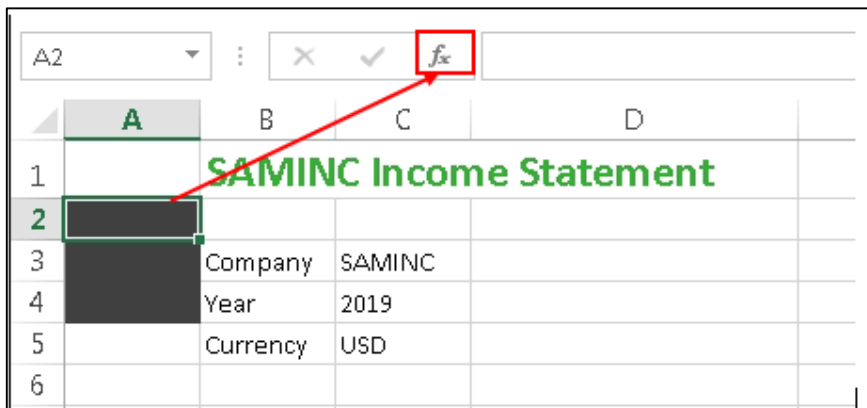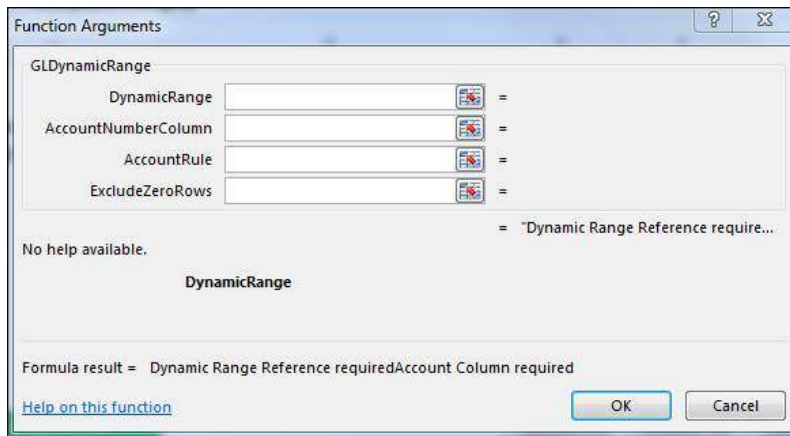

1. Select an empty cell in the active sheet. Top left is recommended.

2. Select **Insert Function**.

3. Select a category namely, Report Designer Add-In Sage 300.

4. Select a function from the list. **GLDynamicRange**

5. This will open the function arguments window for the **GLDynamicRange** function. You can now use this to set up your **GLDynamicRange** formula.

Setting Up Dynamic Account Ranges by Typing the Formula In

Dynamic Account Ranges allow you to add a dynamic range to your financial layouts in the Report Designer. Sage Intelligence Reporting will automatically refresh the range to ensure it contains the latest GL accounts listed on separate rows in your layout.

**Note:** You can only add Dynamic Ranges to the active sheet.

Before setting up dynamic account ranges you must create the template in Microsoft Excel for dynamic ranges.
Although using the Set Up option in the **tools** tab of the task pane is the easiest method to set up dynamic ranges, if you are familiar with Excel and understand how dynamic ranges

work and the syntax of the dynamic ranges formula, you may find typing the formula directly in quicker.

Typing the Dynamic Range Function into the active sheet

You can add dynamic account ranges into the active sheet, by typing the formula directly into a cell. Top left of the page is recommended. You can always hide this column later. Example below:
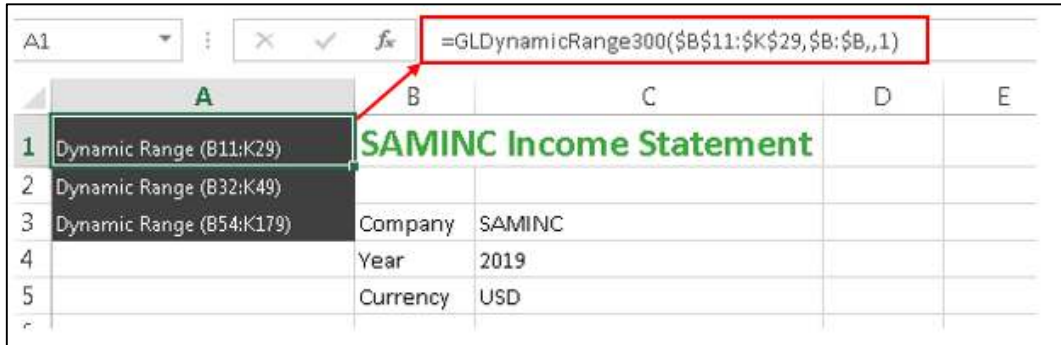
Refreshing Dynamic Account Ranges

Dynamic Account Ranges allow you to add a dynamic range to your financial layouts in the Report Designer. Dynamic Account Ranges can be found on the **tools** tab of the task pane.

Refresh

If there are Dynamic Account Ranges in the active sheet and you click **Refresh,** Sage Intelligence Reporting will automatically update the financial layout with new accounts that may have been added to your Sage 300 general ledger.

Refreshing will also exclude any rows with a zero balance, if you have enabled this option in the **Set Up**, or in the function arguments.

Dynamic Range Formula

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

Description

The **GLDynamicRange** formula refreshes general ledger accounts and can exclude rows with zero values, applying all the filters specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

=GLDynamicRange(DynamicRange,AccountNumberColumn,AccountRule, ExcludeZeroRows)

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

Filter	Need	What needs to be filled in ?	What is the purpose of the filter ?
DynamicRange	Required	the template range	used to reference one or more general ledger accounts for which values must be returned. Supports main accounts, accounts, account ranges, account wildcards & account addition/subtraction.
AccountNumberColumn	Required	the account code from the main accounts or accounts list retrieved from the general ledger.	filters the general ledger accounts being referenced to a specific account number column.
AccountRule	Optional	depending on what level you have set your layout at. (Level – Account Group, Account Type, Account Category). If your layout is set up at an account level then the Account Rule is required.	filters the general ledger accounts being referenced to a specific account rule.
ExcludeZeroRows	Optional	1 = Exclude Zero Rows, 0 = Include Zero Rows	filters the general ledger accounts being referenced to either display or not display rows with zero values.

Remarks

- Arguments are applied in the order that they are displayed.

- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.

Example

An example of a **GLDynamicRange** formula could be:

=GLDynamicRange300($B$11:$K$29,$B:$B,,1)

Troubleshooting Dynamic Account Ranges

xxxx-xxxx-xxxx

Why does this happen?

If you have typed in an incorrect or invalid Account number, Account Group, Account Type or Account Category & you refresh the dynamic range, the account column will return a cell with xxxx-xxxx-xxxx.

Solution

Check the formulas to ensure the Account number, Account Group, Account Type or Account Category reference is correct.
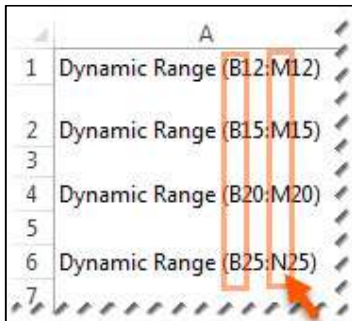
Your data did not Refresh.

Why does this happen?

The range of cells that contain your template row must have the same number of columns for all dynamic range functions in the active sheet.

Solution

Check the dynamic range formulas to ensure the column range is identical.

In this example, column **B** to column **M** is being used. You would need to change the **N** in the last dynamic range formula to an **M**, and then refresh your dynamic account ranges again.