

Sage 300 Intelligence Reporting

Report Designer User Guide

DH
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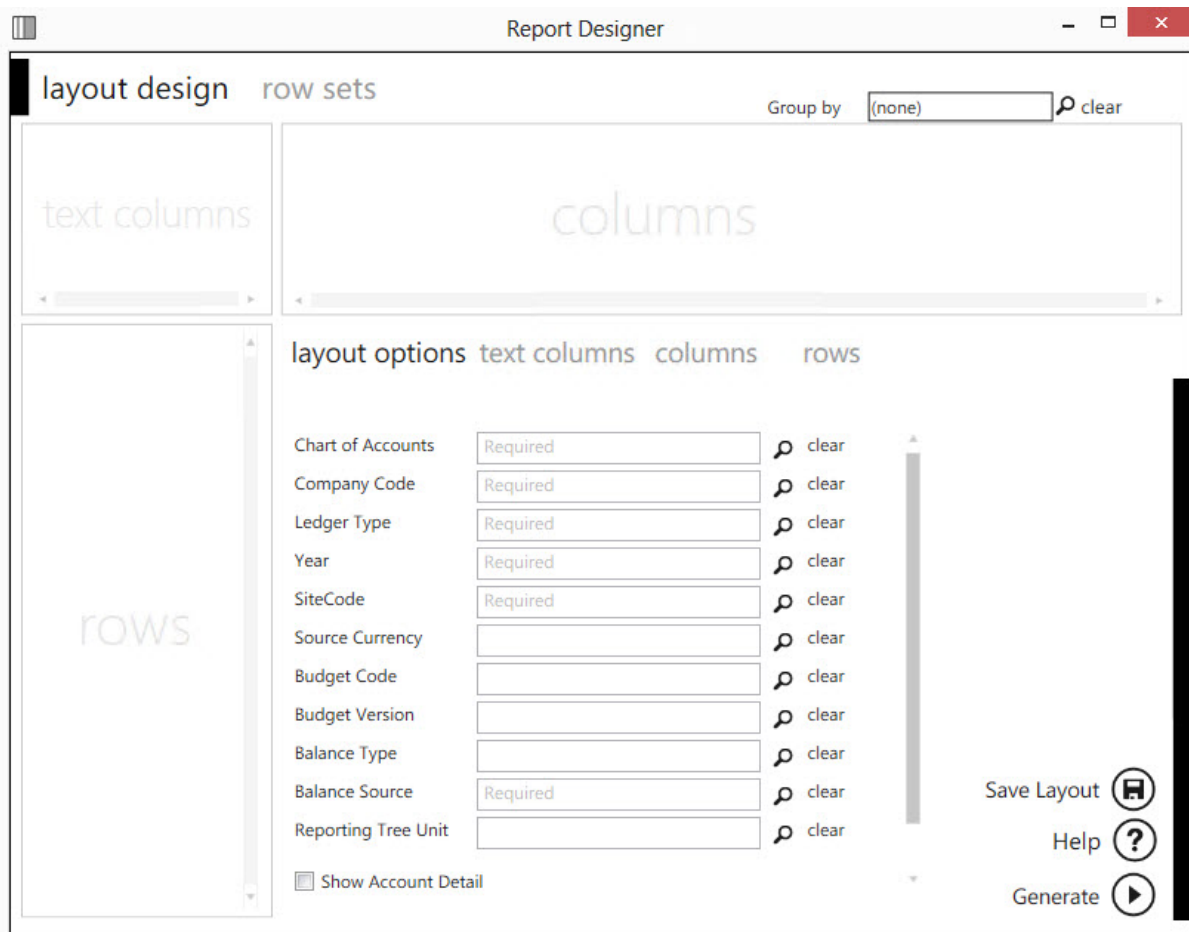
Report Designer Overview

About the Report Designer

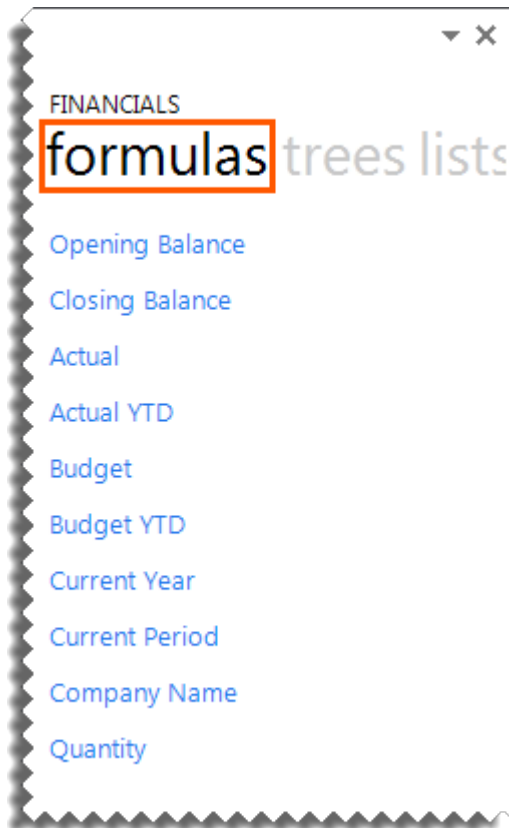
The Report Designer makes reporting simple, flexible and fast by giving you the ability to customize your financial report layouts instantly. It is recommended for finance professionals and executives who need to create financial reports on a regular basis. In the Report Designer, the design of your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



The Report Designer Process

The process to design report templates is as follows:

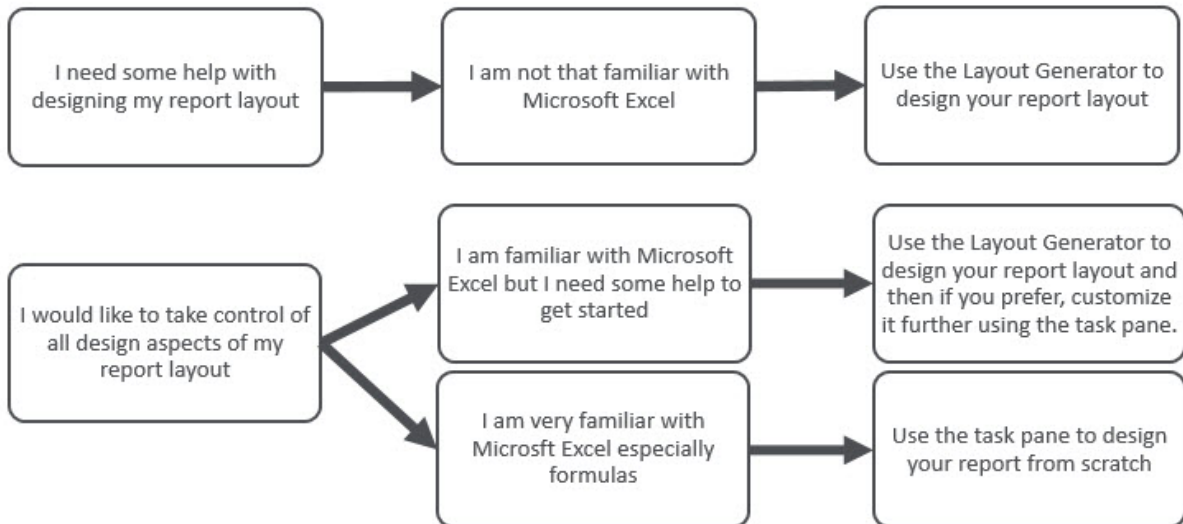


The Report Designer extracts information from your Sage Accounting general ledger. It then uses your customized report columns and rows to produce professional reports that are customized to suit your organization's requirements. You can use the [Layout Generator or the Task Pane](#) to design your reports.

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 Microsoft 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 Microsoft Excel formulas then the Task Pane provides a complete solution to design your reports using powerful Microsoft Excel functionality giving you complete control.

Note: In order to do multiple company consolidated reports, the Task Pane will need to be used.

Accessing and Saving Reports and Templates

Opening Financial Reports and/or Templates

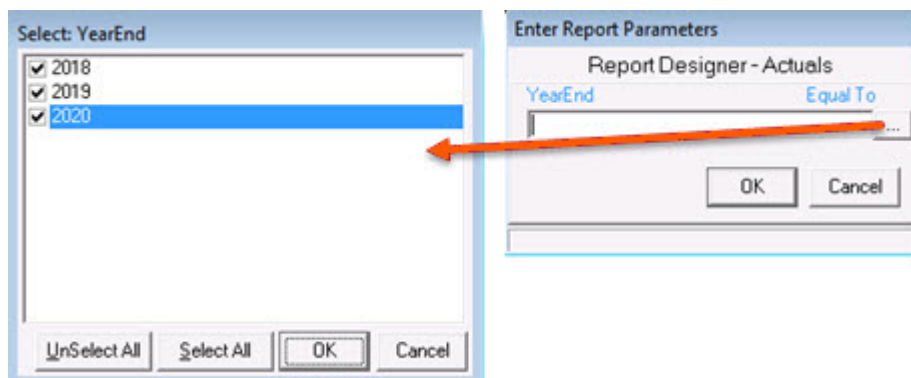
1. In the Report Manager, open the **Designer** folder.
2. Run the **Financial Report Designer** or the **Demonstration Report Designer** report.

Tip: The **Demonstration Financial Report Designer** report will include a few demonstration layouts which have been designed to work with the **SAMLTD** demonstration company financial data only. It is intended to illustrate how popular financial layouts can be created.

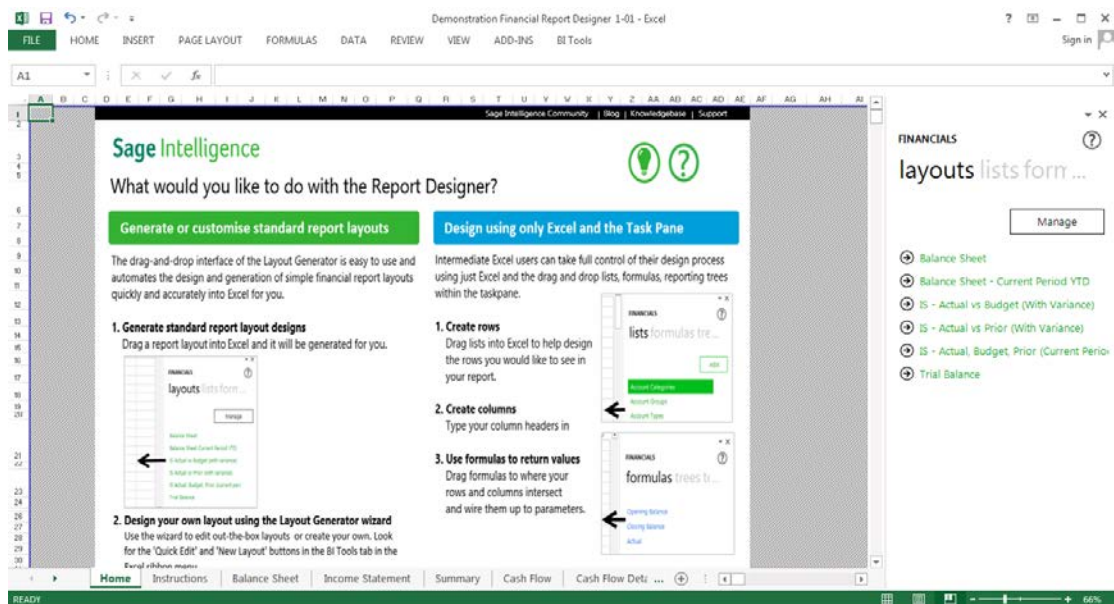
3. You will be prompted to select optional parameters should you wish to filter the data that will be loaded into Microsoft Excel.

Tip: It is recommended that you always include the latest year and period as some reports are based on the current year and current period retrieved from Sage Accounting.

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.



- The Microsoft Excel report or template will open automatically and the Report Designer functions will load.



Saving Reports and/or Templates

The **Save Layout** option within the Layout Generator will save any changes to the current layout.








The **Save Excel Template** option in the Report Manager must be used to save the entire workbook.

The Report Designer Ribbon

Once a Report Designer report or template is loaded into Microsoft Excel, the full **BI Tools** 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.

Creating a Draft Layout

Before you begin, you need to decide what you want your report to look like when it's complete. If you don't already have a good mental image of the report, then write down what you would like the end result to look like.

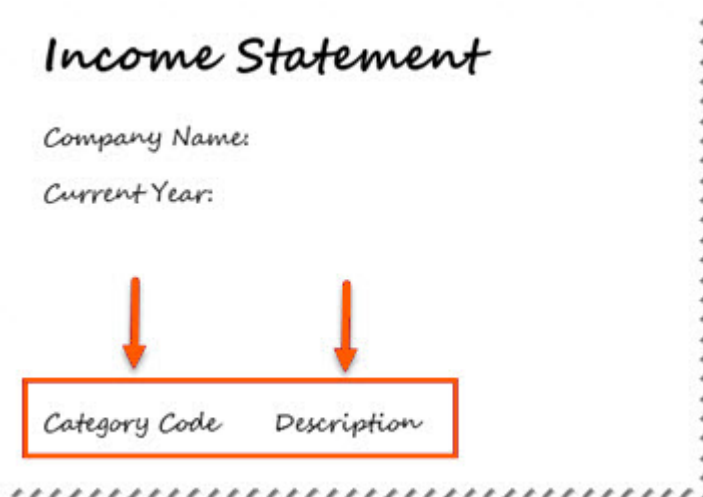
Tip: Don't worry, it can just be a first draft. We can always edit layouts later if you've left anything out, or you want to make changes.

To help you, let's go through some of the steps and decisions you will need to make:

1. You will need to give your report a suitable heading. Something meaningful so you will always know exactly which layout you are generating in future.
2. What filters do you want to use? Filters allow you to retrieve specific data based on your selections. Filters are displayed on the top of your report and can be changed in Microsoft Excel resulting in your report being immediately updated to reflect the new data.



3. What details do you want to see down the left of your report? Perhaps a list of account numbers or category codes and their descriptions.



4. What do you want to see in each column of data? This could be different periods, current vs prior years, current vs budget or YTD.

Income Statement

Company Name:

Current Year:

Period		
1	2	3

Category Code Description

5. How do you want to categorize the details on the left side? Do you want to see Revenue, Cost of Sales, Expenses or maybe Assets and Liabilities? List your main headings. You can go into as much or as little detail as you need.

Income Statement

Company Name:

Current Year:

Period		
1	2	3

Category Code Description

	Revenue
	Cost of Sales
	Expenses

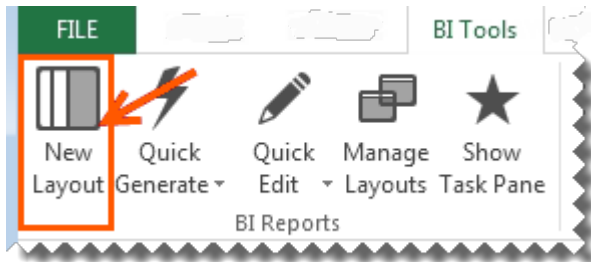
Now you have the basic layout, you are ready to begin designing your report.

Designing Reports using the Layout Generator

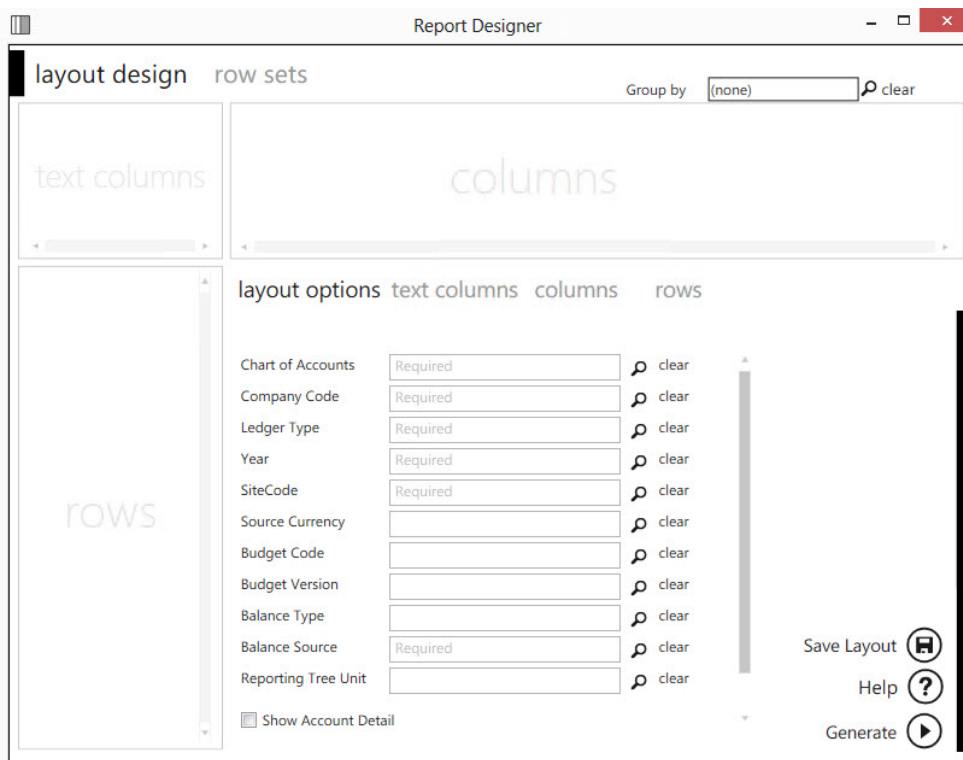
Accessing the Layout Generator to Design a New Layout

When you've run your [Financial Report Designer](#) report, the workbook will open in Microsoft Excel and the Report Designer functions will load.

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

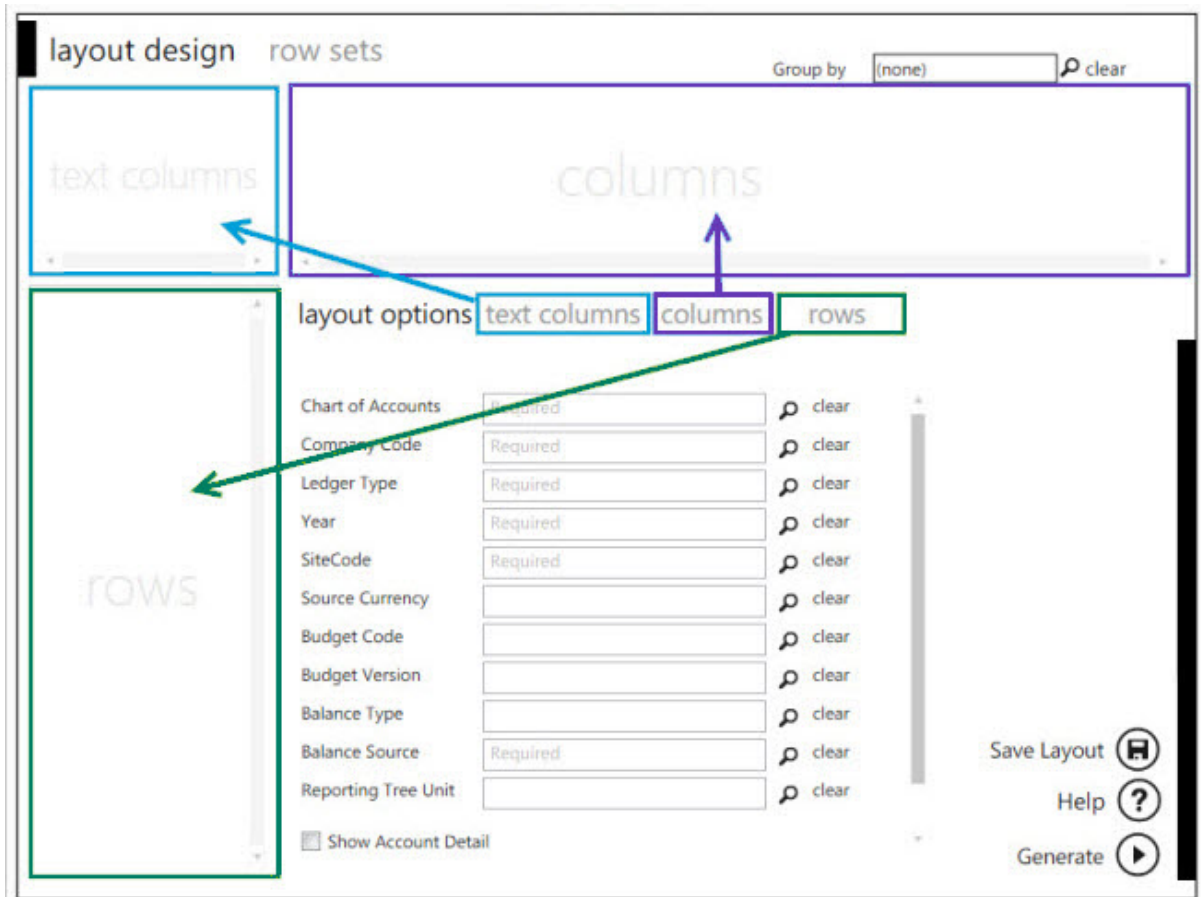


2. A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.
3. Click **OK**. The Layout Generator will appear.



Navigating within the Layout Generator

Within the Layout Generator, there is a text columns area, a columns area and a rows area. When you have added columns and rows, they will appear in their respective areas.



Tab Headings

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

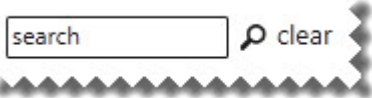


Lookup Values

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

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.

Learn More:



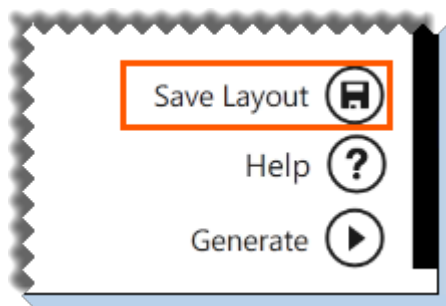
Watch the video online:
[Layout Generator Explained](#)

Saving Report Layouts

Whenever changes are made to the Financial Report Designer report, they need to be saved so that they're available for all subsequent runs.

- The **Save Layout** option within the Layout Generator will save any changes to the current layout.

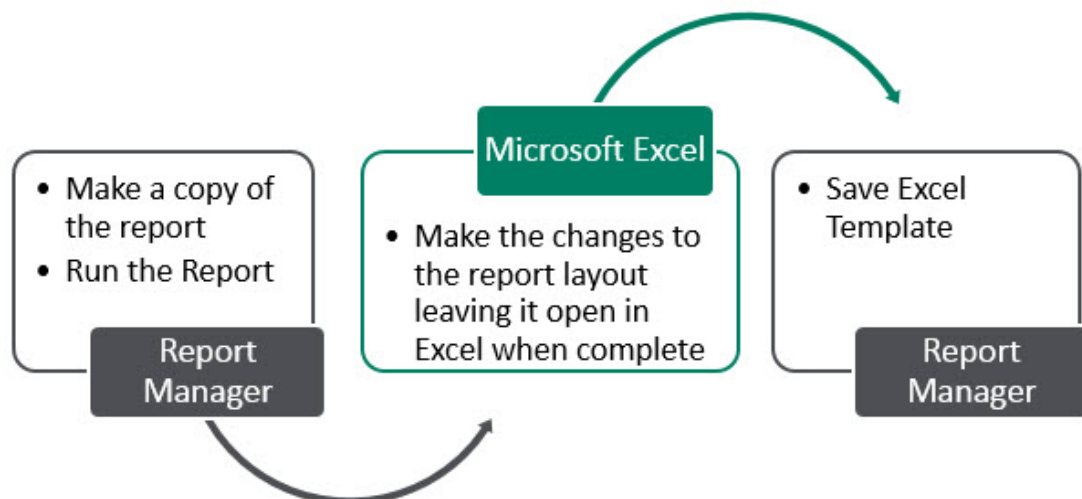
Warning: If you close the workbook, without saving the Excel template in the Report Manager, all of your changes will be lost.



- The **Save Excel Template** option in the Report Manager must be used to save the entire workbook. This is the same process to save any Sage Intelligence report.

Creating Microsoft Excel templates enables you to create a template from an open Microsoft Excel workbook and link it to an existing report so as to standardize the output format of the chosen report for every run instance in future.

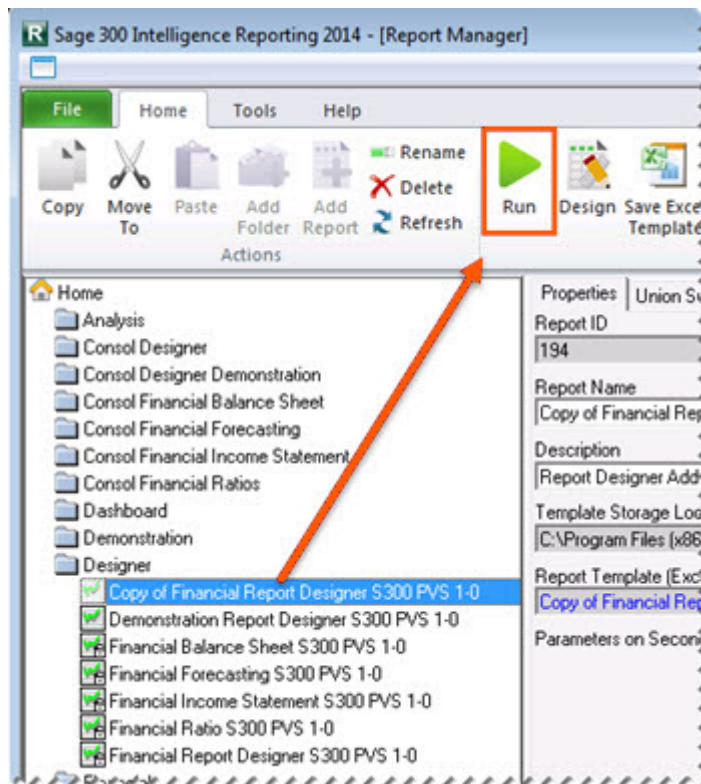
The process to save the Microsoft Excel report template is as follows:



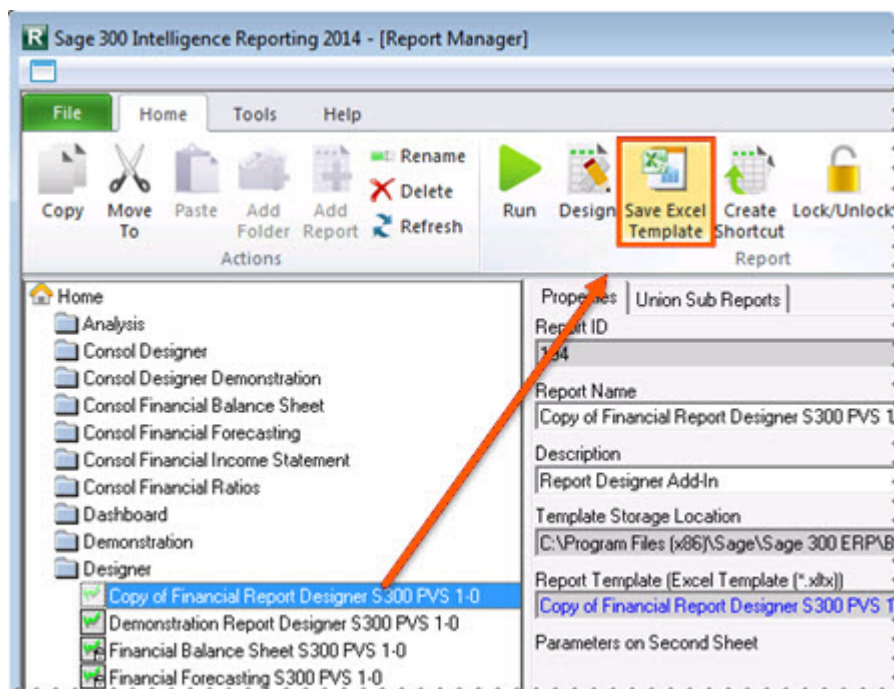
1. Open the Report Manager.

Tip: If you're unsure of making changes to any of the existing reports, you should create a copy of the report before you make any changes.

2. Select and run the report you want to customize.

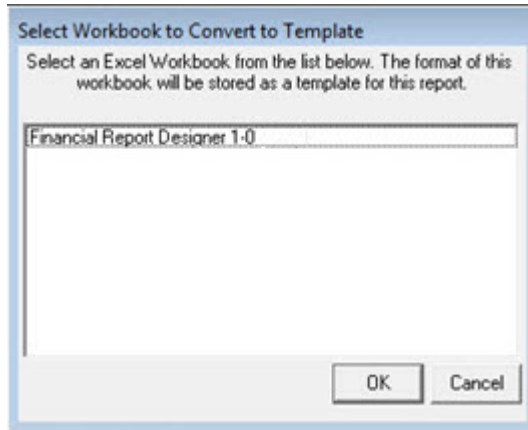


3. In Microsoft Excel, make the changes to the report.
4. After completing the changes, leave the workbook open and go back to the Report Manager.
5. Click on the report for which the changes were made, and select **Save Excel Template**.

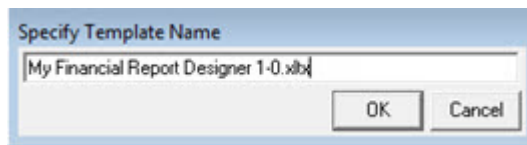


6. In the window that appears, select the Microsoft Excel workbook which contains the changes you made.

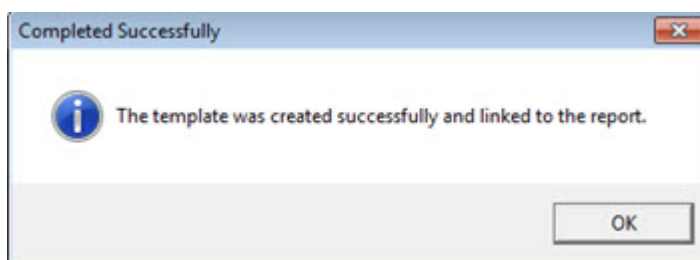
Warning: All Microsoft Excel workbooks that you have open will be listed in the window, so ensure you select the correct Microsoft Excel workbook to use as a template for your report.



7. Click **OK**.
8. When prompted to specify the template name, change the name of the template. Doing so ensures that the original template is not overwritten with the copy.



9. Click **OK**. Once the template has been successfully linked, the Microsoft Excel workbook is automatically closed and a confirmation window appears.

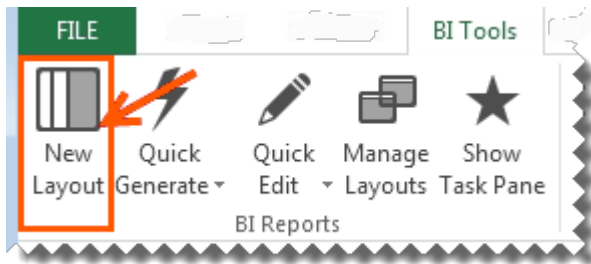


10. Click **OK**.

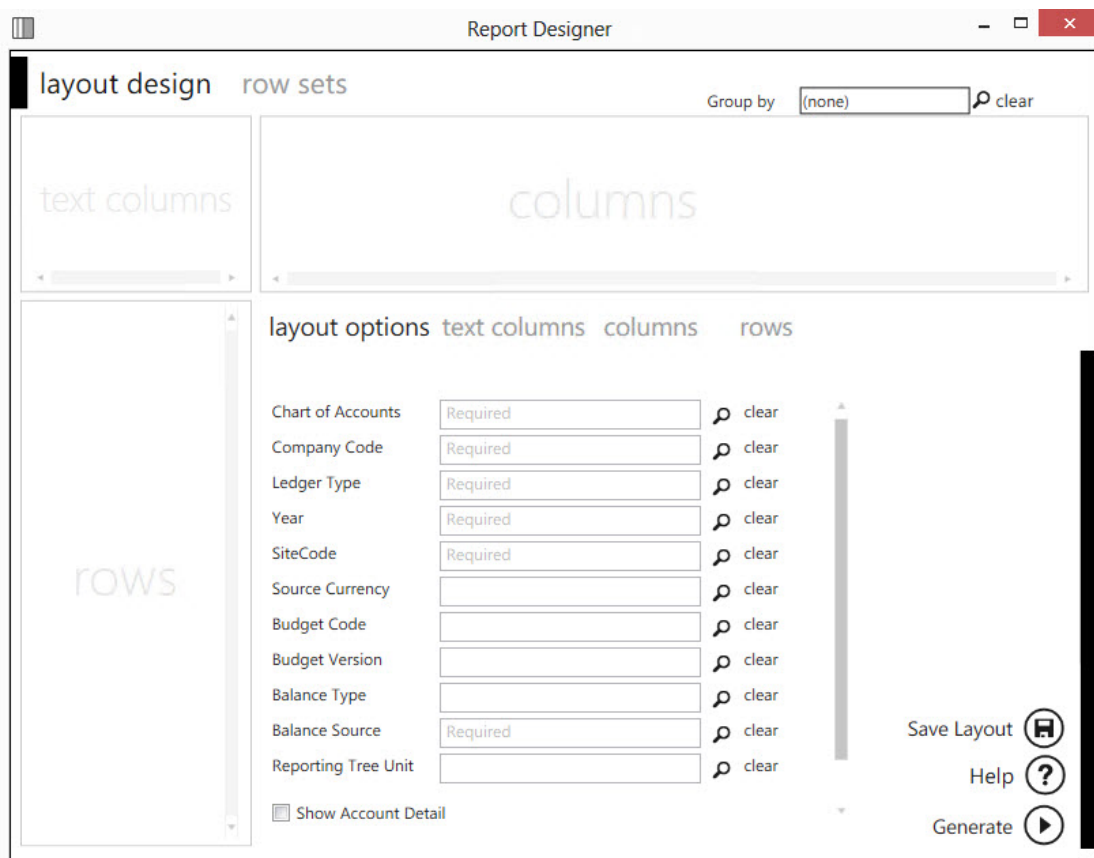
Accessing the Layout Generator to Design a New Layout

When you've run your [Financial Report Designer](#) report, the workbook will open in Microsoft Excel and the Report Designer functions will load.

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.



Process to Design a New Report Layout

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



- These act as filters for your report data
- These indicate the descriptive text of your rows
- These indicate what you see across the top of the layout
- These are selections of commonly used rows
- These indicate the rows you see down the left side

The screenshot shows the 'Report Designer - Actual vs Budget' window. It features a 'layout design' area with a 'columns' list on the left and a 'row sets' list at the top. Below these are 'layout options' and a 'Generate' button. Orange arrows from the flowchart above point to: 'Add Layout Options' (filters), 'Add Text Columns' (descriptive text), 'Add Columns' (top of layout), 'Select a Row Set' (row selections), 'Add Rows' (rows on left side), and 'Generate Layout' (Generate button).

If you designed a layout using the criteria in the following layout design, it would yield the layout below it in Microsoft Excel. The data and fields will differ depending on the general ledger you are using.

Microsoft Excel

		Actual 01	Budget 01	Var01 - ActBud	Actual 02	Budget 02
1	Company	SAMLTD				
2	Year	2020				
3	Currency	CAD				
4	CurrType	F				
5	StructureCode					
6	BudgetSetCode					
7	ReportingTreeUnitPath					
10						
11	4000 to 4160	1 670 481	769 000	901 481	1 889 808	769 000
40						
41	5000 to 5051 + 5500 to 5600	677 190		(677 190)	867 064	
66						
67		993 291	769 000	224 291	1 022 744	769 000
68						
69	4200 to 4240	200 807		200 807	230 928	
77						
78		1 194 097	769 000	425 097	1 253 672	769 000

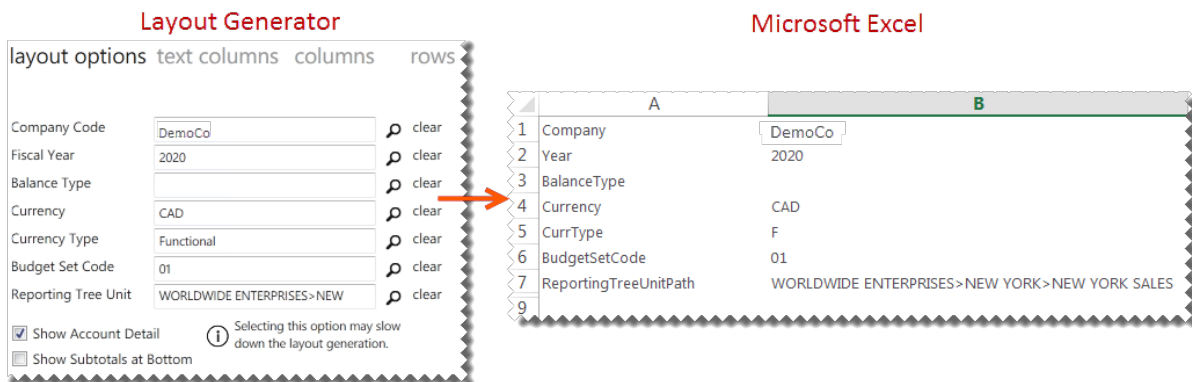
Learn More:



Watch the video online:
[Designing Reports using the Layout Generator](#)

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.

Note: 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.

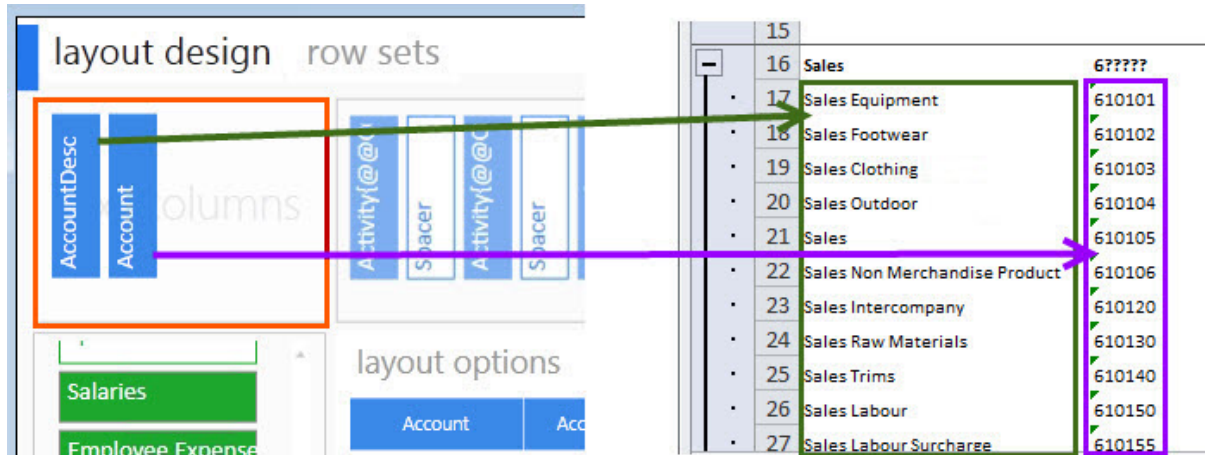
Show Subtotals at Bottom allows you to change the default option of having subtotals show at the top of grouped rows to having them show at the bottom of grouped rows.

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.

Remember to save any changes you've made to your layouts, you'll need to [save the Excel template](#) in the Report Manager.

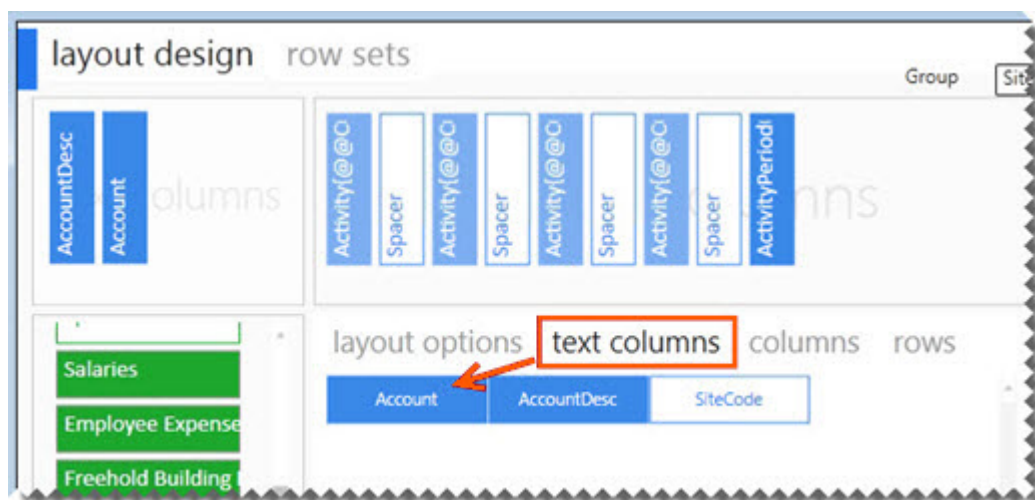
Adding Descriptive Text Columns for Rows

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.

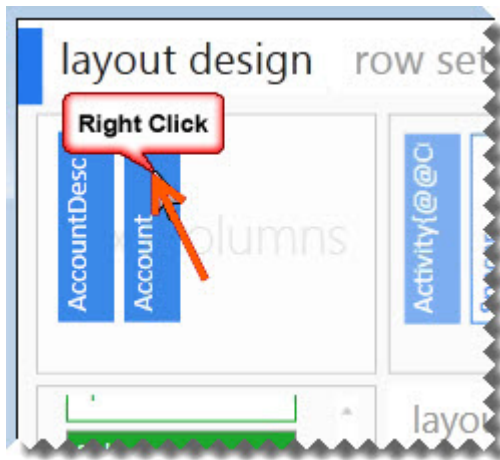


Note: Any new fields will be added to the right of the text column field selected, or the last field, in the Text Columns area of the layout designer. It will also appear in the same order in the Microsoft Excel report layout.

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

Removing a field from the Text Columns area

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



Clearing all of the fields from the Text Columns area

1. Click Clear All.



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 columns 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

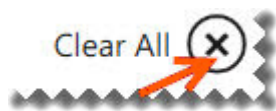
1. To remove a single column, right-click on the column field in the Column area.



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

Clearing all of the fields from the Columns area

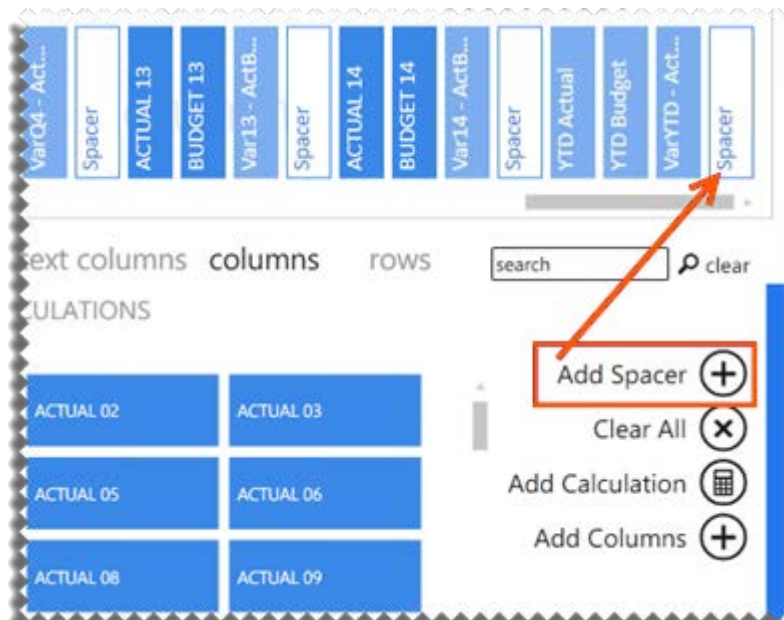
1. Click **Clear All**.



Adding a spacer to the Columns area

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

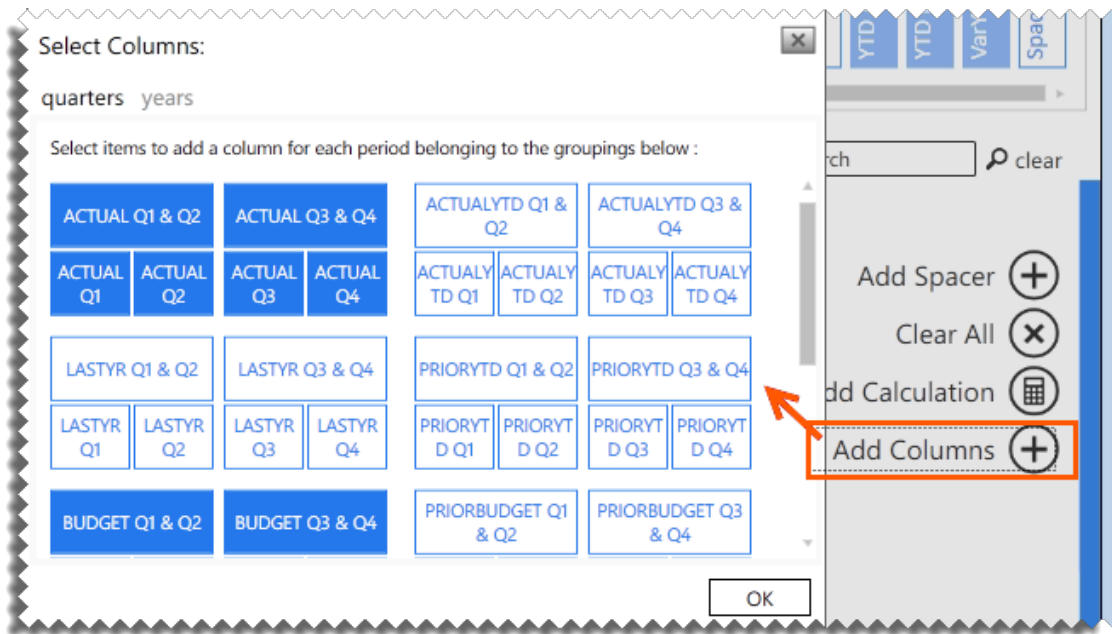
1. Click **Add Spacer**.



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. Under the columns tab, 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:

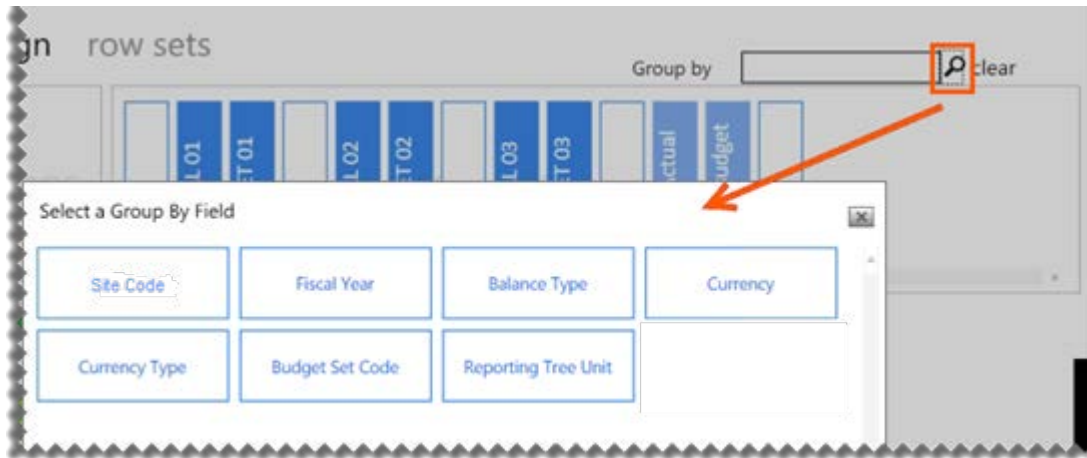
	A	B	C	D	E	F
1	Company	DemoCo				
2	Year	2019,2020				
3	BalanceType					
4	Currency	CAD				
5	CurrType	F				
6	BudgetSetCode					
7	ReportingTreeUnitPath					
9			ACTUAL01	ACTUAL02	ACTUAL03	
11	4000 to 4160	Revenue	7 136 482	6 792 364	7 522 240	
41	5000 to 5051 + 5500 to 5600	Cost of Sales	2 582 306	2 387 718	2 283 596	
67		Gross Profit	4 554 176	4 404 646	5 238 644	
69	4200 to 4240	Other Revenue	430 828	452 690	441 070	
78		Total Income	4 985 004	4 857 335	5 679 714	

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								
8									
9									
11									
12									
13	4000 to 4160	Revenue	4 835 710	4 251 002	4 842 930	2 300 771	2 541 361	2 671 000	
43	5000 to 5051 + 5500 to 5600	Cost of Sales	1 658 266	1 179 904	1 075 830	924 040	1 207 814	1 200 000	
68		Gross Profit	3 177 444	3 071 098	3 767 100	1 376 731	1 333 548	1 471 000	
71	4200 to 4240	Other Revenue	230 021	221 762	205 551	200 807	230 928	230 000	
80		Total Income	3 407 466	3 292 860	3 972 651	1 577 538	1 564 475	1 701 000	

Adding a column grouping

1. Click the magnifying glass.



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

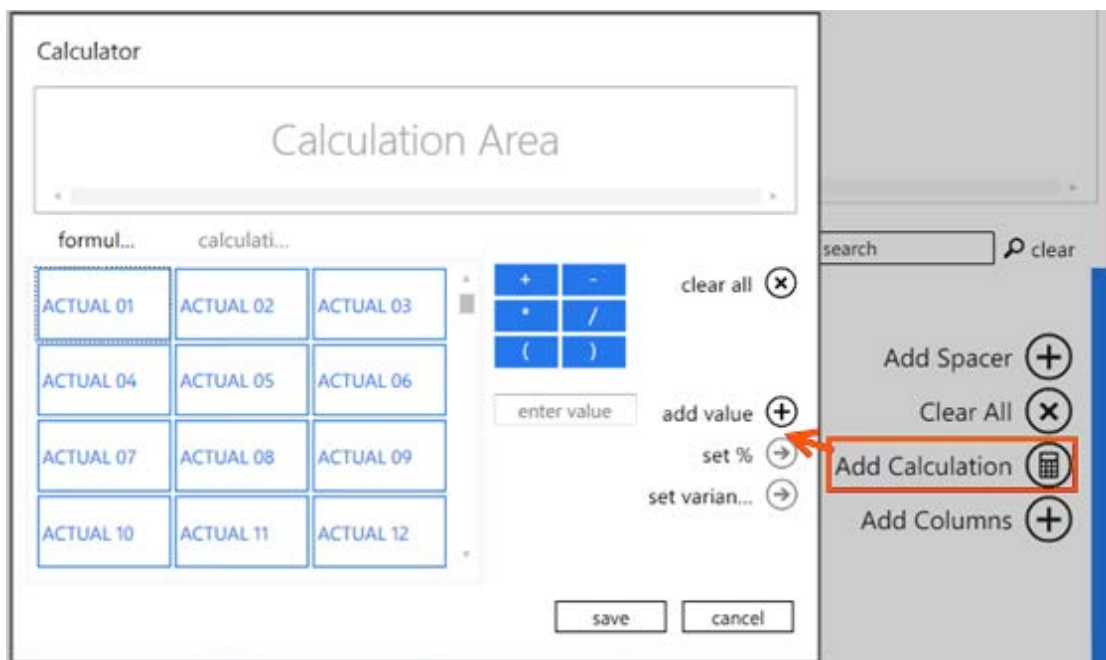
2. Select a field to group by. When the layout is generated, a heading row for the code and description will be added to the columns.

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.

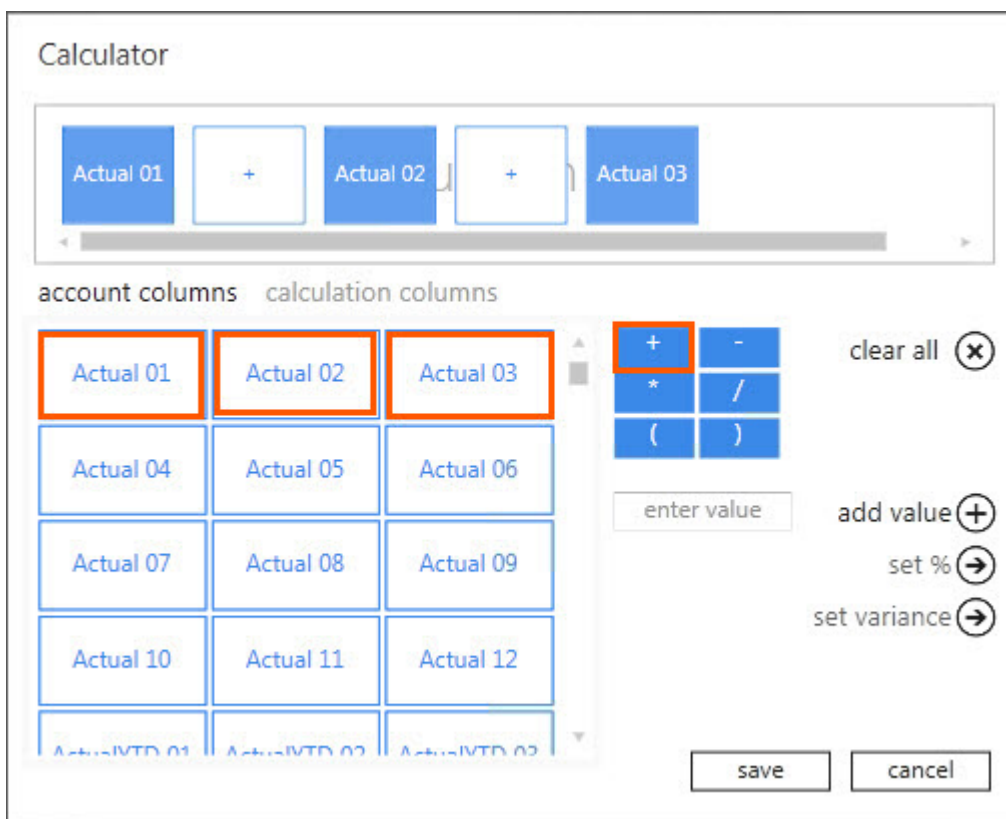
The following list explains the use of each button/feature.

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.
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

Feature	Description
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

1.

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

2.

3. 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.

4.

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.

5.

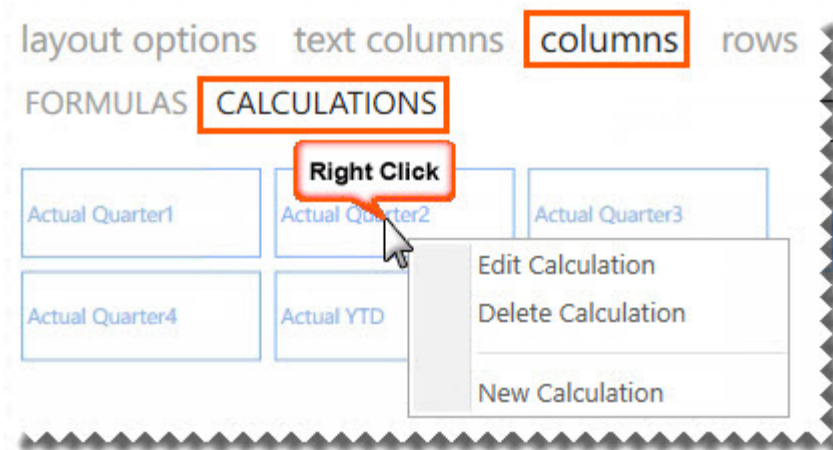
	Actual	Budget	Variance
Sales	100	50	50
Cost of Sales	100	50	-50

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.

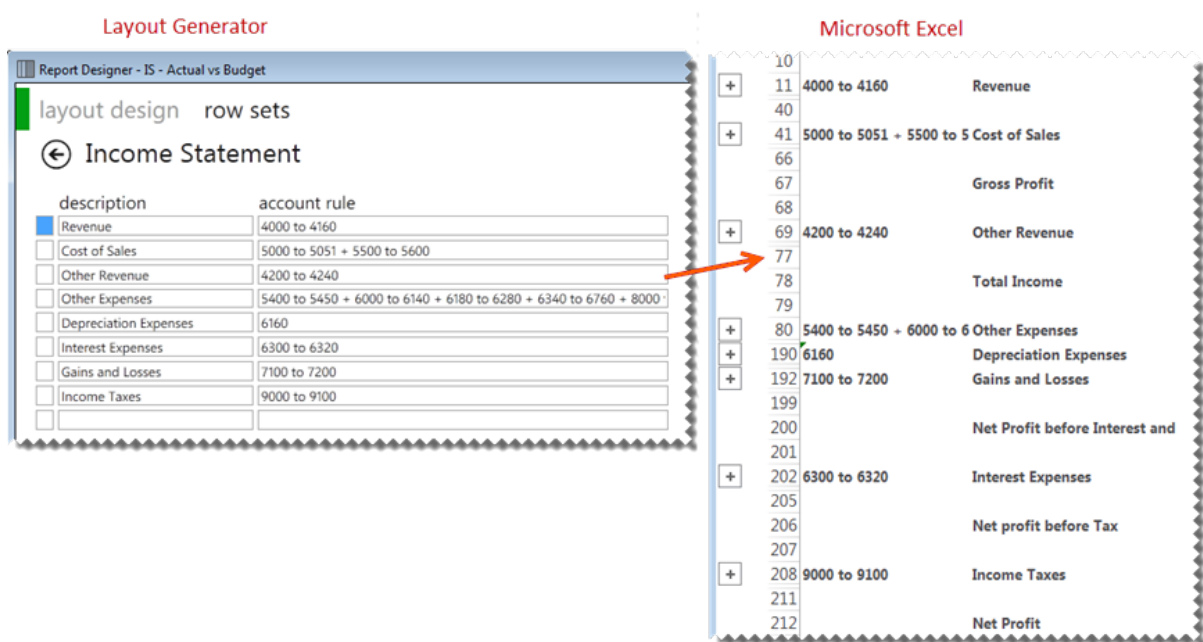
Row Sets

About Row Sets

A Row Set is a collection of row groupings, based on rules which you define according to your reporting needs.

The purpose of using Row Sets

Row Sets allow you to create rules to include accounts that would commonly be used on several layouts of similar types, for example income statements. The rows you are able to select in the rows tab is dependent on the Row Set you have selected.



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

The **Preview** allows you to view all of the accounts which will be filtered by the selected account rule. Always check the preview to ensure all of the accounts you are wanting are included.

Report Designer - IS - Actual vs Budget

layout design row sets

← Income Statement

description	account rule
<input type="checkbox"/> Revenue	4000 to 4160
<input type="checkbox"/> Cost of Sales	5000 to 5051 + 5500 to 5600
<input type="checkbox"/> Other Revenue	4200 to 4240
<input type="checkbox"/> Other Expenses	5400 to 5450 + 6000 to 6140 + 6180 to 6280 + 6340 to 6760 + 8000
<input type="checkbox"/> Depreciation Expenses	6160
<input type="checkbox"/> Interest Expenses	6300 to 6320
<input type="checkbox"/> Gains and Losses	7100 to 7200
<input type="checkbox"/> Income Taxes	9000 to 9100
<input type="checkbox"/>	

account rule preview

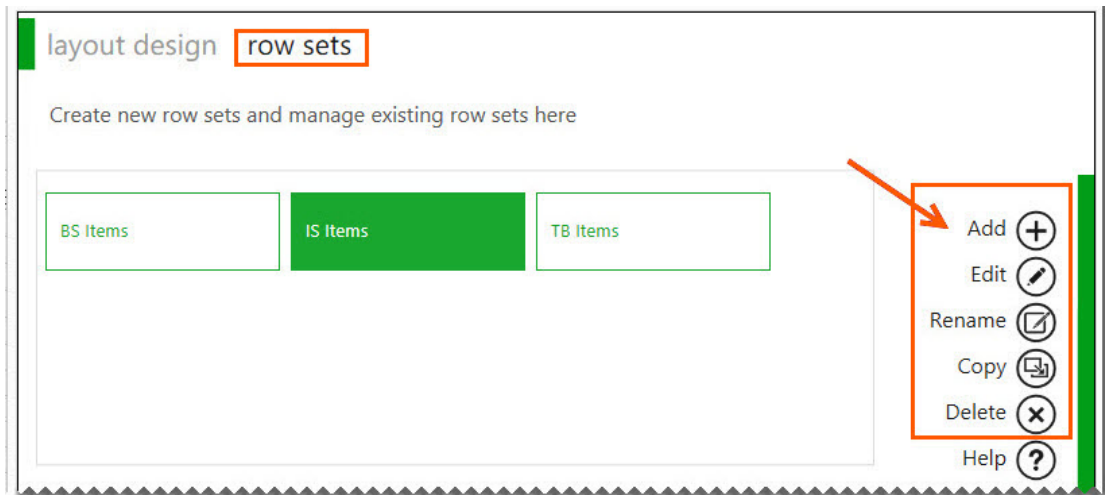
chart of accounts	account	account description
DEMOCO	4000	Sales
DEMOCO	4000-100	Sales
DEMOCO	4000-100-10	Sales
DEMOCO	4000-100-20	Sales
DEMOCO	4000-200	Sales
DEMOCO	4000-200-10	Sales

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

Accessing Row Sets

From the Layout Generator, select **Row Sets**. You may now:

- [Add new Row Sets](#)
- Edit existing Row Sets
- Rename Row Sets
- Copy Row Sets
- Delete Row Sets



Learn More:

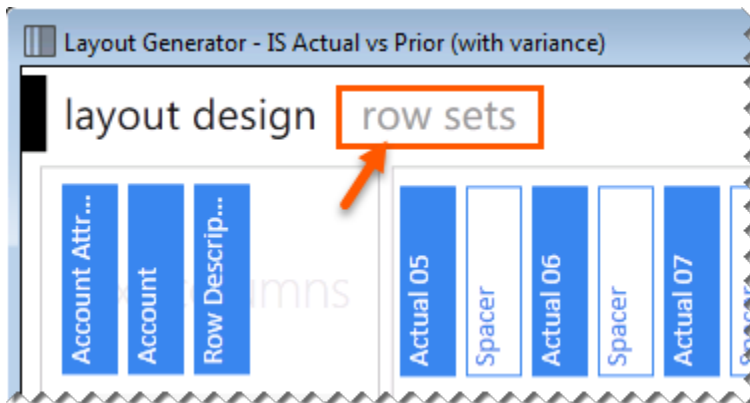


Watch the video online:
[Understanding Row Sets](#)

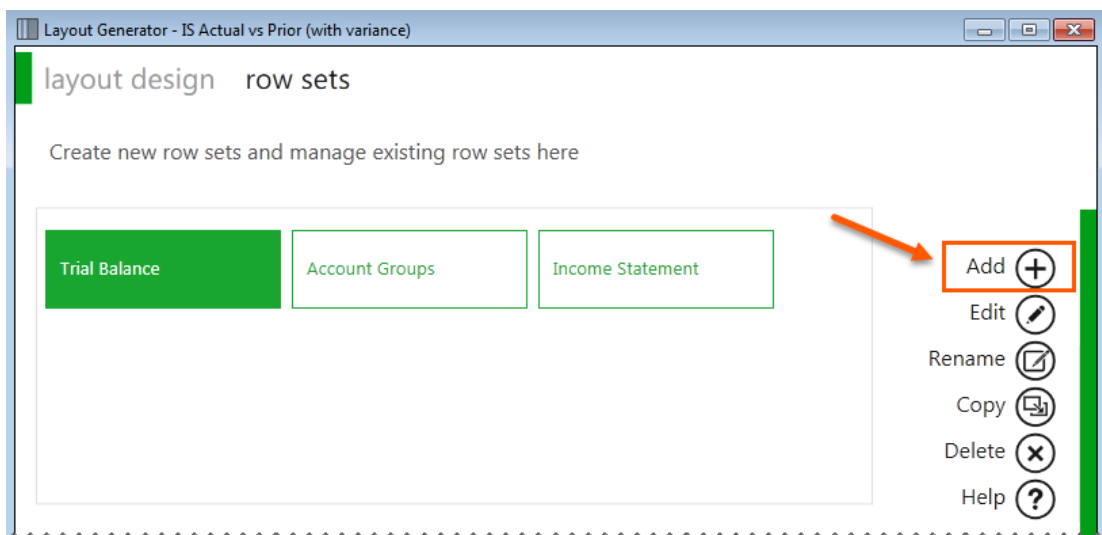
Managing Row Sets

Adding a New Row Set

1. From the Layout Generator, select Row Sets.



2. Select Add.



3. Type a descriptive Row Set name. For example, **Income Statements** or **Balance Sheets**.
4. Under description, add an account rule description. For example, **Revenue**.
5. Add the account rule. There are a variety of options available when setting up rules. You can use full account numbers, a [range](#) of account numbers for example from **1500 to 1730**, the [plus](#) sign to include account numbers, or the [minus](#) sign to exclude account numbers from the range. You can also use [wildcards](#) and account delimiters in your rules. Notice how the Preview window updates with all of the accounts that are going to be included in this rule.

6. Repeat from step 4 for all additional account rules you're going to need for your report layout based on this Row Set.
7. Click **Save**.
8. Click **OK**.

Editing an Existing Row Set

1. From the Layout Generator, select **Row Sets**
2. Select **Edit**.
3. Make the necessary changes.
4. Click **Save**.
5. A confirmation message will appear. Click **OK**.

Renaming an Existing Row Set

1. From the Layout Generator, select **Row Sets**
2. Select **Rename**.
3. Type in the new name for the Row Set.
4. Select **OK**.

Deleting a Row Set

1. From the Layout Generator, select **Row Sets**
2. Select **Delete**.
3. A confirmation message will appear.
4. Select **Yes**.

Using Account Ranges in Row Sets

Ranges can be used to define the list of accounts to return in your Row Sets, without specifically naming each account.

A range consists of two accounts where you want to retrieve data for those two accounts and every value between those two. This is indicated by using **TO** between your start and end value of your range. Alpha characters are also supported in an account range.

Note: You must use a space before and after **TO** in order to ensure clear distinction of your start and end range values.

An example could be: **A to Z** ; to return all values from **A, A11, B2, C** etc. to **Z**.

[Wildcards](#) can be used in combination with account ranges and [mathematical calculations](#). When a single-segment or **multi-segment** range includes [wildcard characters](#) (?), Sage Intelligence Reporting determines the low and high ends of the range, and then includes all values between those ends, inclusive.

description	type	rule
<input type="checkbox"/> Sales	Account	10+11
<input type="checkbox"/> Cost of Sales	Account	2000000 to 2699999
<input type="checkbox"/> Expenses	Account	3+4+50
<input type="checkbox"/> Other Income	Account	12+13+14+27+28+29+9999000
<input type="checkbox"/>		

chart of accounts	account	account description
Software Sales	2000000	Cost of Sales / Purchases
Software Sales	2100000	Inventory Adjustment
Software Sales	2150000	Inventory Count Variance
Software Sales	2200000	Purchase Variance
Software Sales	2400000	Recovery Account
Software Sales	2400010	Labour Cost Manufac Variance

Filter	Description	Result
200-00-00 to 220-00-50	Filter all accounts from 200-00-00 up to and including 220-00-50	200-00-00, 200-00-01 200-00-02 up to 220-00-50
4?5-00-00 to 4?5-03-03	Filter accounts with first segment ranging from 405 up to and including 495 and second and third segments ranging from 00-00 up to and including 03-03. Tip: If you wanted to only include accounts with the first segment starting with a 4 and ending with a 5, you could use a reporting tree unit with a filter of 4?5-??-?? to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 405-00-00 and the high end of the range which is 495-03-03 and return all accounts between the ends inclusive. 405-00-00 up to and including 495-03-03 which would include for example, account 406-01-02.

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

Using Wildcards in Row Sets

Wildcards can be used to define the list of accounts to return in your Row Sets, without specifically naming each account.

A wildcard character is a keyboard character such as an asterisk (*) or a question mark (?) that is used to represent one or more characters.

The following wildcards are available:

Wildcard Character	Use	Example
Question Mark?	Use the question mark as a substitute for any one of the 36 characters, A through Z and 0 through 9. Multiple question marks (??) can be used to indicate the number of characters to be substituted. Sage Intelligence Reporting replaces each question mark (?) with the entire range of possible values, including letters. For example, in the range from 12?0 TO 12?4 , Sage Intelligence Reporting replaces the question mark in 12?0 with the lowest value in the character set, and replaces the question mark in 12?4 with the highest value in the character set. The question mark (?) can be placed in any position of an account segment. For example, if the rule contains only natural segment values (assuming a four-character natural segment), entering 4???? in a row, all accounts whose natural segment value begins with a 4 will be included.	A??1 to return A001 to AZZ1 .
Asterisk *	Use the asterisk to substitute any number of characters or numbers. The asterisk can only be placed alone to return all accounts..	* to return every account

Wildcards can be used in combination with [account ranges](#) and [mathematical calculations](#). When a single-segment or **multi-segment** range includes [wildcard characters](#) (?), Sage Intelligence Reporting determines the low and high ends of the range, and then includes all values between those ends, inclusive.

Filter	Description	Results may include:
4?	Filter all Account Numbers beginning with 4	4000 4000-100 4000-100-10
4????	Filter Account Numbers beginning with 4 and has a minimum of 4 characters thereafter	4000-100 4000-100-10
4000-???-1?	Filter Account Numbers with first segment of 4000, second segment of 3 characters and last segment beginning with 1.	4000-100-10 4000-200-10
20-2001-?	Filter all accounts beginning with segments 20-2001-	20-2001-000-00-A-AAA up to 20-2001-999-99-Z-ZZZ

Filter	Description	Results may include:
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
40000-??	Filter all accounts beginning with segment 40000-	40000-AA up to 40000-ZZ
40000-S?	Filter all accounts beginning with 40000-S	40000-SA to 40000-SZ or 40000-S1 to 40000-S9
40?00-AA	Filter all accounts beginning with 40 and ending with 00-AA	40000-AA to 40900-AA
24400?	Filter all accounts beginning with 24400	All accounts starting with 244000 up to 244009 with any characters thereafter.
4?00 TO 5?00	In a single segment range, filter accounts ranging from 4000 to 5900. Tip: If you wanted to only include accounts ending with 00, you could create a reporting tree unit with a filter of ??00 to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 4000 and the high end of the range which is 5900 and return all accounts between the ends inclusive. 4000 up to and including 5900, which would include for example, account 4655.
4?5-00-00 to 4?5-03-03	Filter accounts with first segment ranging from 405 up to and including 495 and second and third segments ranging from 00-00 up to and including 03-03. Tip: If you wanted to only include accounts with the first segment starting with a 4 and ending with a 5, you could create a reporting tree unit with a filter of 4?5-??-?? to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 405-00-00 and the high end of the range which is 495-03-03 and return all accounts between the ends inclusive. 405-00-00 up to and including 495-03-03 which would include for example, account 406-01-02.

Using Mathematical Calculations in Row Sets

Mathematical calculations can be used to define the list of accounts to return in your Row Sets. This includes addition (+) and subtraction (-).

Note: The use of a space on either side of the + and/or – signs are required in order for the formula to be calculated correctly. Brackets are also supported thus calculations in brackets (parenthesis) are calculated first. For example, accounts **(700 + 705) - 840**.

[Wildcards](#) can be used in combination with [account ranges](#) and mathematical calculations.

Layout Generator - IS - Actual vs Budget

layout design row sets

← Balance Sheet

description	account rule
<input checked="" type="checkbox"/> Non Current Assets	1250 + 1500 TO 1730
<input type="checkbox"/> Current Assets	1000 TO 1200 + 1300 TO 1440
<input type="checkbox"/> Shareholders Equity	3000 TO 3200 + 3500 TO 3510 + 4000 TO 9999
<input type="checkbox"/> Non Current Liabilities	2700 TO 2900 + 3300
<input type="checkbox"/> Current Liabilities	2000 TO 2500
<input type="checkbox"/>	

Insert (+)
Clear (x)
Save (floppy disk)
Help (?)

account rule preview

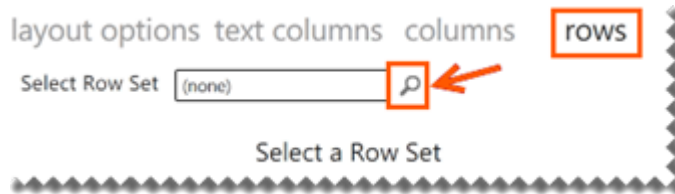
chart of accounts	account	account description
Demo	1250	Investment, long-term
Demo	1500	Furniture and fixtures
Demo	1520	Equipment
Demo	1540	Buildings
Demo	1550	Land
Demo	1600	Acc. Amortization/Depr.

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. The Row Set determines the rows that will be available for you to select in the rows tab.

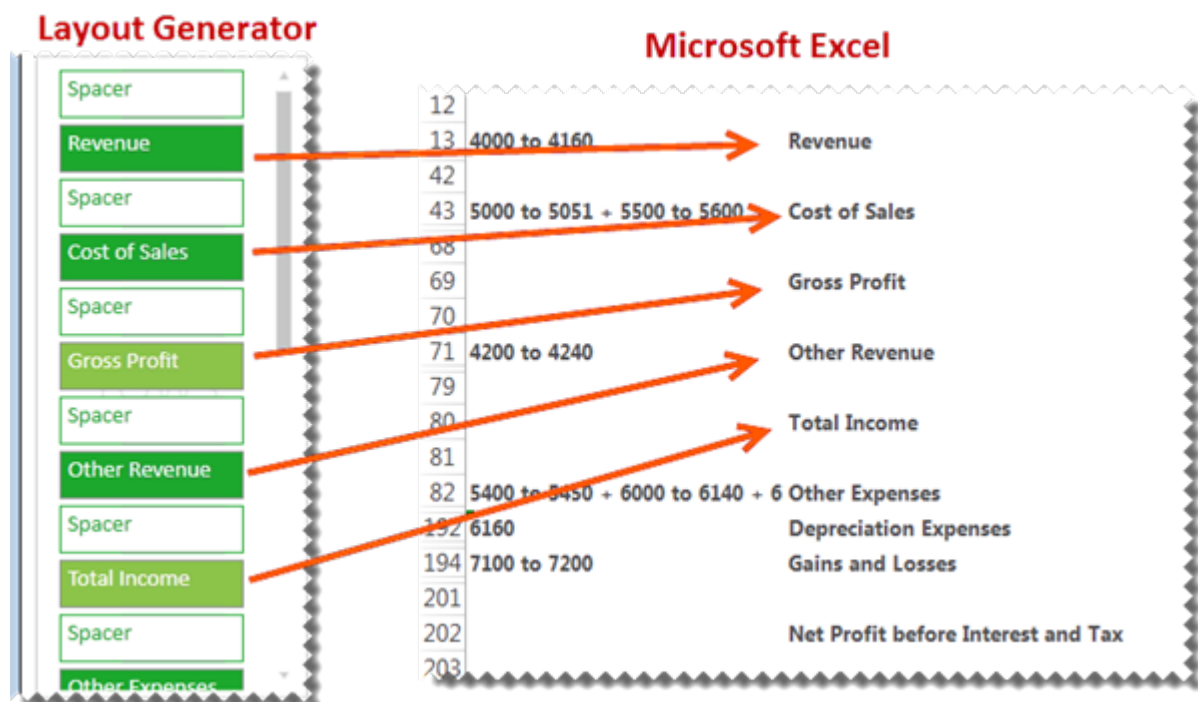
Selecting a Row Set

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



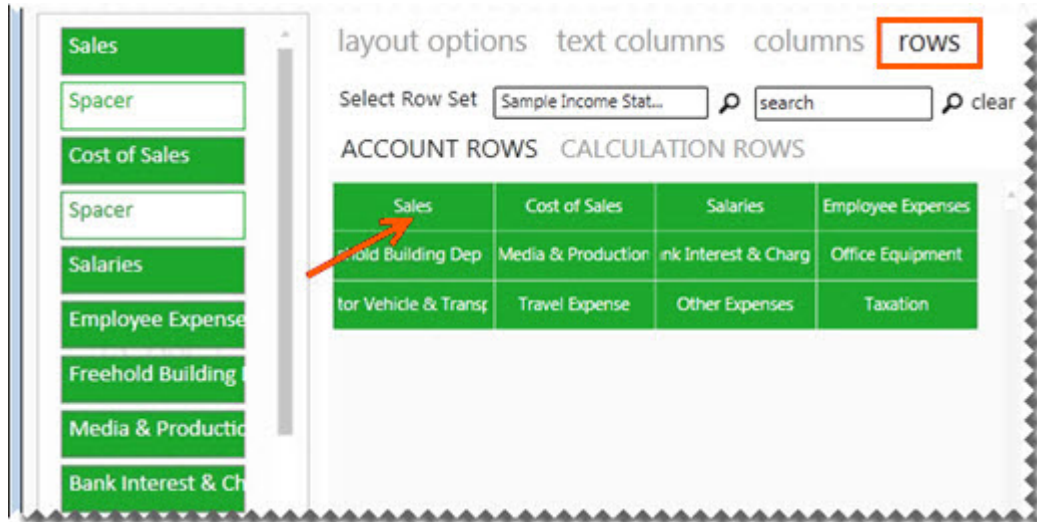
2. Select a Row Set.

The Rows area determines what you see down the left side of the report layout.



Adding Rows

1. Click on the fields from the Rows tab to add them into the rows area. You can also click on fields from the standard calculated row fields. These standard calculated fields ship with the Report Designer layouts but you are able to [edit, add new, or delete calculated fields](#).



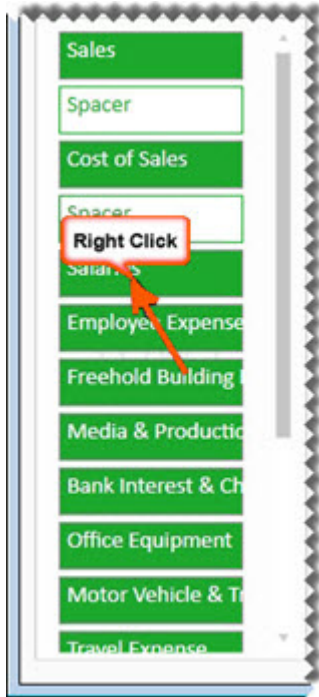
Note: Any new fields will be added to the bottom of the Rows area or above the last field selected. It will also appear in the same order in the Microsoft Excel report layout.

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

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

Removing a Single Row

1. To remove a single row, you can right-click on the row in the Rows area.



Clearing all of the fields from the Rows area

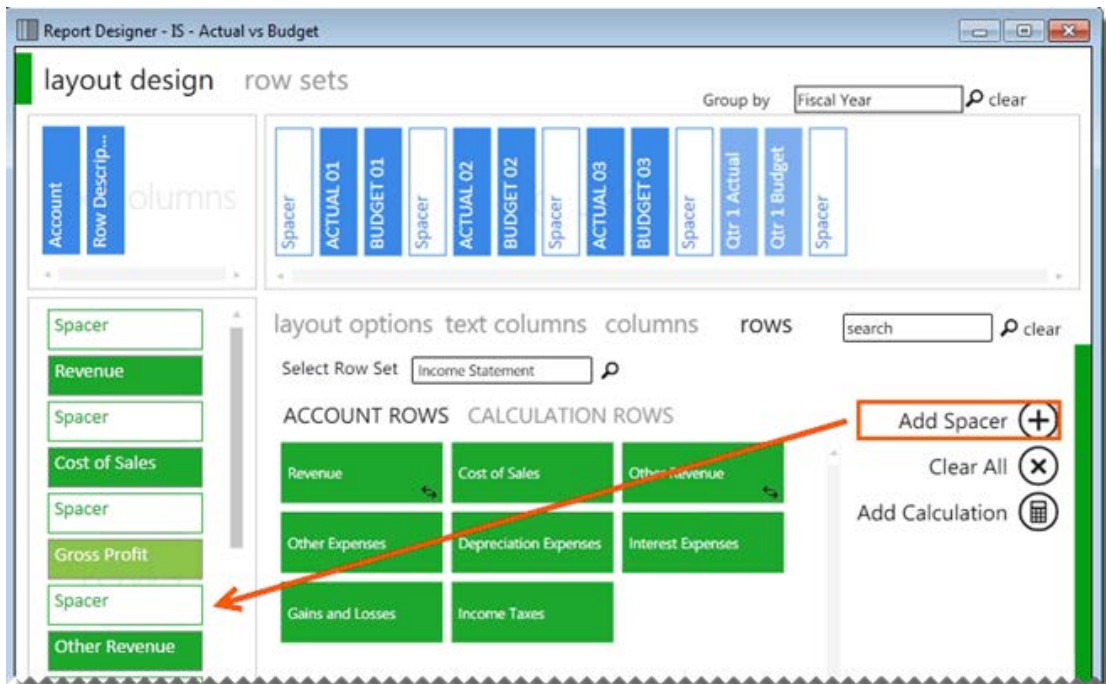
1. Click Clear All.



Adding a spacer to the Rows area

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

1. Click Add Spacer.

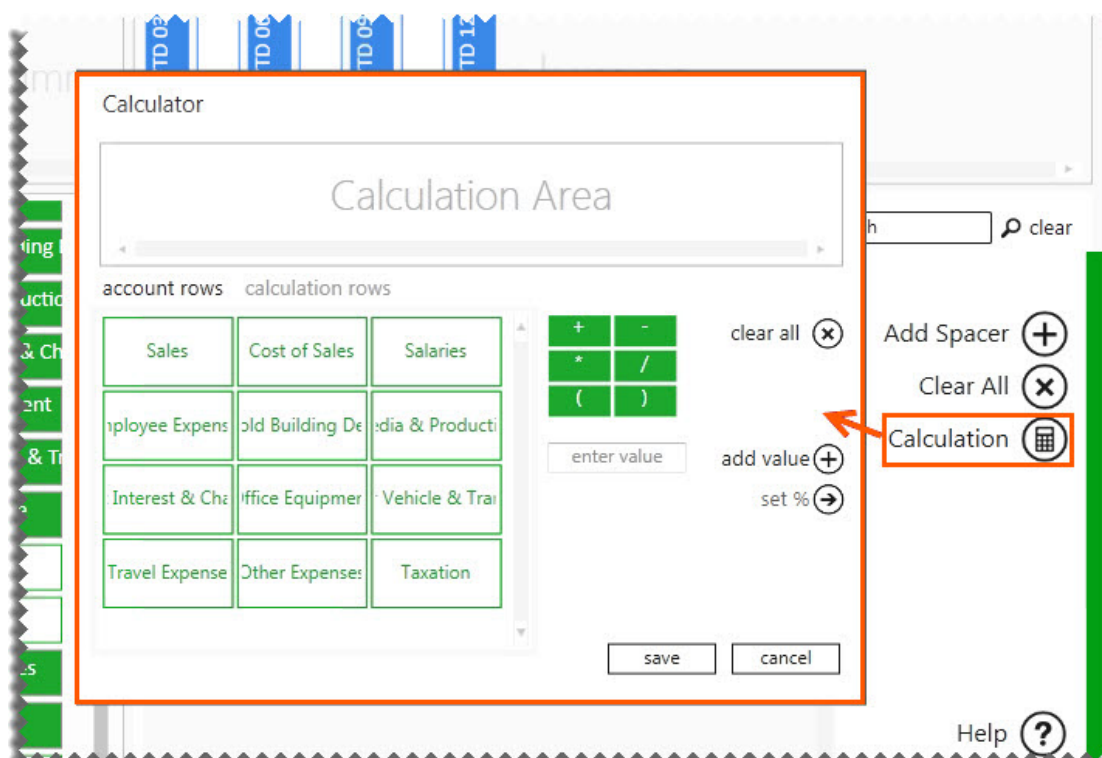


Calculation Rows

Creating New Calculation Rows

New calculations can be added by right-clicking in the calculated items area and selecting **New Calculation** or by doing the following:

1. Select the **Rows** tab.
2. Click **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.
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

Feature	Description
	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**.

The screenshot shows a 'Calculator' window. At the top, the 'Calculation Area' displays the formula: **Sales** - **Cost of Sales**. Below this, there are two sections: 'account rows' and 'calculation rows'. The 'account rows' section contains a grid of buttons for various accounts: Sales, Cost of Sales, Salaries, Employee Expenses, Old Building Depreciation, Media & Production, Interest & Charges, Office Equipment, Vehicle & Transport, Travel Expense, Other Expenses, and Taxation. To the right of the account rows is a section for mathematical operations: '+', '-', '*', '/', '(', ')', 'clear all' (with a close icon), 'enter value' (input field), 'add value' (with a plus icon), and 'set %' (with a right arrow icon). At the bottom right, there are 'save' and 'cancel' buttons.

4. Select **Save**.
5. Enter the formula name as **Gross Profit**.

Managing Calculation Rows

Calculated fields are available as standard with the supplied Row Sets, however you will need to add your own calculated fields to any new Row Sets you add.

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.

Converting a Negative Number to Positive

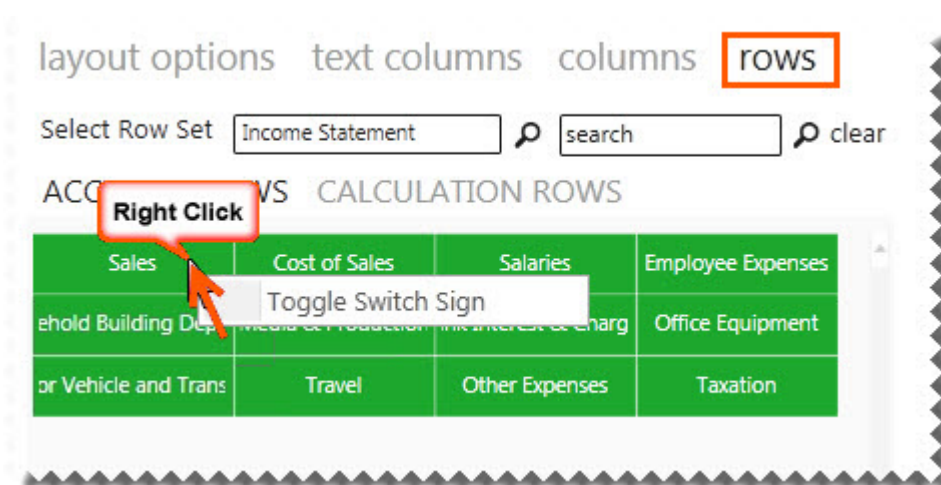
In the Layout Generator, when you generate a pre-defined layout, you will notice that certain fields in the Row Set show as a negative value, in particular, sales accounts which are stored as negative values in Sage Accounting.

By default the field's sign status will be the same as that of the underlying data – for sales accounts this will be negative values. You have the option to change the sign of any of these fields to a positive.

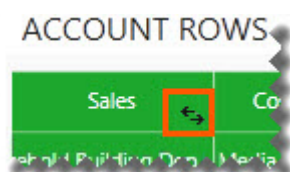
This is important for accounts with credit values such as income accounts. Without this option, these accounts would appear as negative amounts; whereas, most financial statements show sales, for example, as positive amounts.

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

Learn More:

[Reversing Negative Numbers](#) using formulas added by the Report Designer in Excel.

Generating your Layout

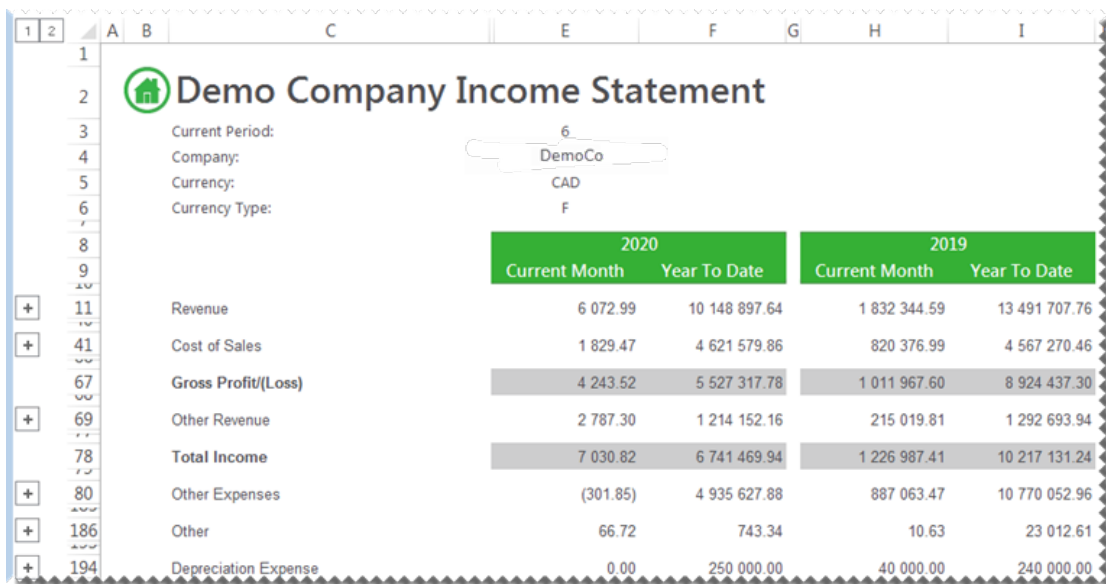
Once you have designed your new layout as per your specific requirements, you can generate your layout.

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.



		2020		2019	
		Current Month	Year To Date	Current Month	Year To Date
6	Current Period:	6			
4	Company:	DemoCo			
5	Currency:	CAD			
6	Currency Type:	F			
11	Revenue	6 072.99	10 148 897.64	1 832 344.59	13 491 707.76
41	Cost of Sales	1 829.47	4 621 579.86	820 376.99	4 567 270.46
67	Gross Profit(Loss)	4 243.52	5 527 317.78	1 011 967.60	8 924 437.30
69	Other Revenue	2 787.30	1 214 152.16	215 019.81	1 292 693.94
78	Total Income	7 030.82	6 741 469.94	1 226 987.41	10 217 131.24
80	Other Expenses	(301.85)	4 935 627.88	887 063.47	10 770 052.96
186	Other	66.72	743.34	10.63	23 012.61
194	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.

Learn More:

For a better understanding on the generated layout, [click here](#).

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 screenshot shows the 'layout design' interface on the left and the resulting 'Microsoft Excel' report on the right. The layout design includes 'row sets' (Account, Row Description, Columns) and 'layout options' (Company Code, Fiscal Year, Balance Type, Currency, Currency Type, Budget Set Code, Reporting Tree Unit, Show Account Detail, Show Subtotals at Bottom). The Excel report displays data for 2019 and 2020 across various account categories.

	2019			2020		
	ACTUAL01	ACTUAL02	ACTUAL03	ACTUAL01	ACTUAL02	ACTUAL03
Revenue	2 666 287	2 372 679	2 943 183	1 670 481	1 889 808	1 995 181
Cost of Sales	924 267	744 034	763 597	677 190	867 064	887 657
Gross Profit	1 742 020	1 628 646	2 179 586	993 291	1 022 744	1 107 524
Other Revenue	230 021	221 762	205 551	200 807	230 928	235 519
Total Income	1 972 041	1 850 408	2 385 138	1 194 097	1 253 672	1 343 043
Other Expenses	9 506 365	525 719	1 210 325	1 056 418	1 007 793	1 045 135

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

The groups of account rows are set by the Row Set selected in the Layout Generator.

The screenshot shows the 'Report Designer - IS - Actual vs Budget' interface on the left and the resulting 'Microsoft Excel' report on the right. The layout design includes 'Income Statement' with a table of account rules. The Excel report displays data for various account categories.

	account rule	
Revenue	4000 to 4160	Revenue
Cost of Sales	5000 to 5051 + 5500 to 5600	Cost of Sales
Other Revenue	4200 to 4240	Other Revenue
Other Expenses	5400 to 5450 + 6000 to 6140 + 6180 to 6280 + 6340 to 6760 + 8000	Other Expenses
Depreciation Expenses	6160	Depreciation Expenses
Interest Expenses	6300 to 6320	Interest Expenses
Gains and Losses	7100 to 7200	Gains and Losses
Income Taxes	9000 to 9100	Income Taxes

If you have an intermediate knowledge of Microsoft Excel and you would like to customize your layout further, you can use the Task Pane. Designing layouts using the Layout Generator or the Task Pane results in the same formulas being inserted into Microsoft Excel.

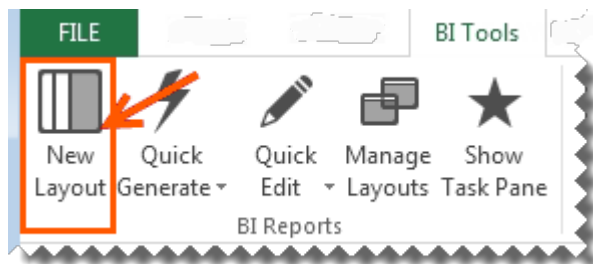
When your layout is generated, the period row is automatically hidden by Sage Intelligence Reporting.

5	CurrType	F			
6	BudgetSetCode				
7	ReportingTreeUnitPath				
8			1	2	3
9			ACTUAL01	ACTUAL02	ACTUAL03
10					
11	4000 to 4160	Revenue	2 300 771	2 541 361	2 679 310
40					
41	5000 to 5051 + 5500 to 5	Cost of Sales	924 040	1 207 814	1 207 767
66					
67		Gross Profit	1 376 731	1 333 548	1 471 544
68					
69	4200 to 4240	Other Revenue	200 807	230 928	235 519
77					
78		Total Income	1 577 538	1 564 475	1 707 063

Designing a Basic Income Statement

This is a demonstration on how to design a basic income statement using the Layout Generator. A basic accounting knowledge is required.

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

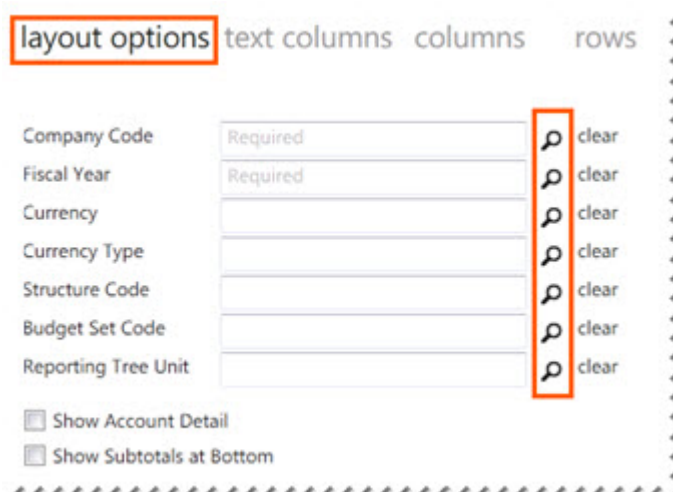


2. A prompt will appear for the layout name. Type a descriptive name so that you can easily identify your layout in future.
3. Click **OK**. The Layout Generator will appear.

Adding Layout Options

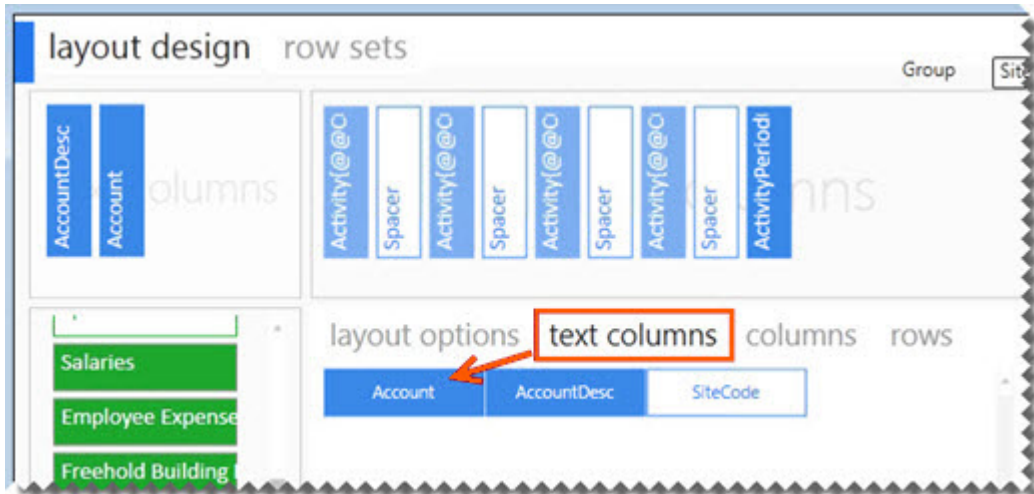
Tip: The Layout options act as initial filters for your entire layout. Reports that return huge data sets can be difficult to analyze and can cause performance issues. Filtering is a quick and easy way to find and work with only the data you need. Instead of your report extracting millions of records,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

1. Using the magnifying glass, select all the required filters for your layout.



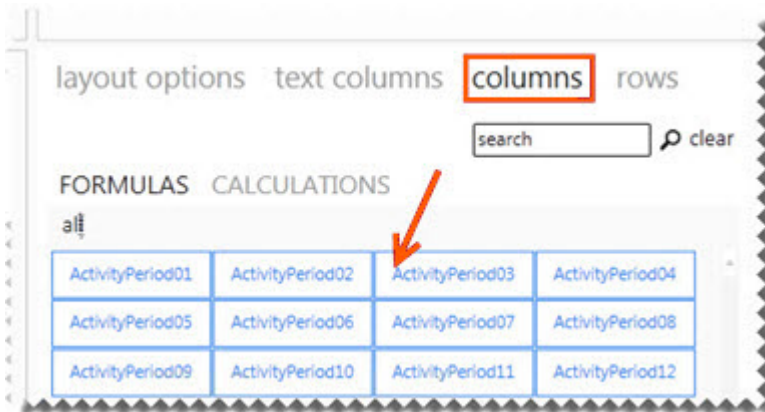
Adding Text Columns

1. Click on the required text column from the columns listed under **Text Columns**. The account number and account description are typical text columns on a financial report.



Adding Columns

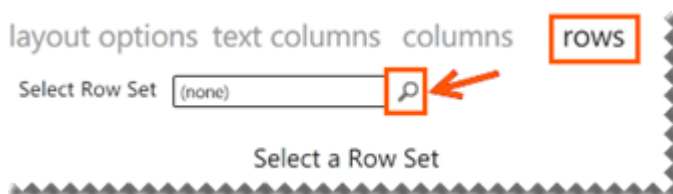
1. Click on the required formula columns listed in the **Column** tab. Periods are typical formula columns on a financial statement.



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.

Selecting a Row Set

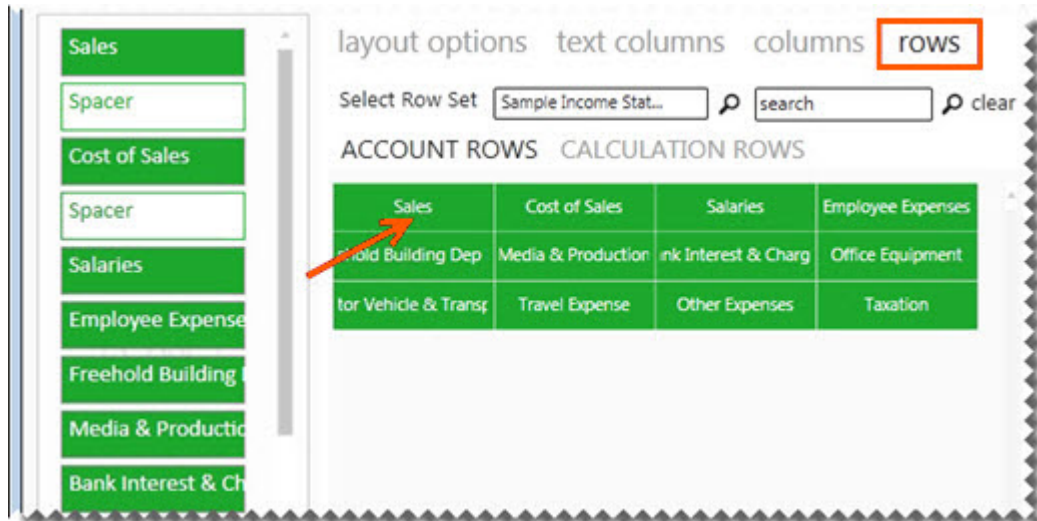
1. In the rows tab, click the magnifying glass to view the available Row Sets.



2. Select a Row Set.

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](#).



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.

Generating the Layout

1. Once you have designed your new layout as per your specific requirements, you can generate your layout.
2. Select **Generate**.



Once you have generated your layout, your report layout is opened as per your design in Microsoft Excel.

	A	B	C	D	E	F	G	H
1	Company	DEMOCO						
2	Year	2019						
3	BalanceType							
4	Currency	CAD						
5	CurrType	F						
6	BudgetSetCode							
7	ReportingTreeUnitPath							
9			ACTUAL01	ACTUAL02	ACTUAL03	ACTUAL04	ACTUAL05	ACTUAL06
10	4000 to 4160	Revenue	2 666 287	2 372 679	2 943 183	1 748 855	1 928 359	1 832 345
11								
12	5000 to 5051 + 5500 to 5600	Cost of Sales	924 267	744 034	763 597	685 689	629 307	820 377
13								
14		Gross Profit	1 742 020	1 628 646	2 179 586	1 063 166	1 299 052	1 011 968
15								
16	4200 to 4240	Other Revenue	230 021	221 762	205 551	215 559	204 781	215 020
17								
18		Total Income	1 972 041	1 850 408	2 385 138	1 278 724	1 503 833	1 226 988
19								
20	5400 to 5450 + 6000 to 6140 + 6180	Other Expenses	9 506 365	525 719	1 210 325	973 064	974 717	1 014 732
21								

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

Learn More:



Watch the video online:
[Designing Reports using the Layout Generator](#)

Working with Existing Layouts

Accessing and Generating Existing Report Layouts

When you've run your [Financial Report Designer](#) report, the workbook will open in Microsoft Excel and the Report Designer functions will load.

The workbook is shipped with a few demonstration layouts which have been designed for you to view your company financial data. You can use these layouts to work from, or you can create a new layout from scratch.

Generating an Existing Report Layout

The **layouts** tab will list the existing report layouts that ship with the Report Designer and any new layouts that you have created in the Layout Generator. These can also be accessed from the **BI Tools** tab, **Quick Generate** menu.

1. From the **Layouts** tab, click the layout you'd like to generate.
2. The **Generating Layout** window will appear showing you the progress.

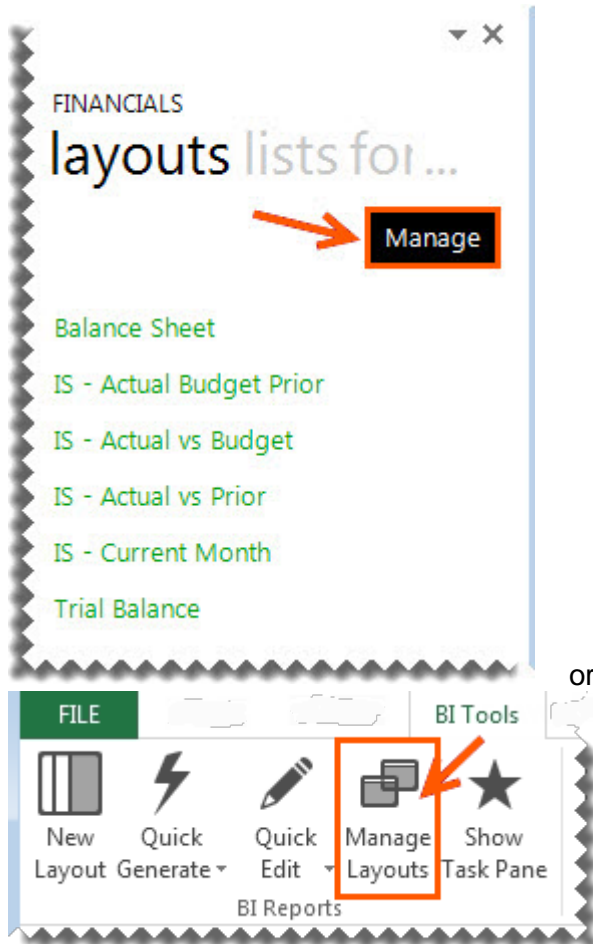


The layout will then open in Microsoft Excel in a new worksheet.

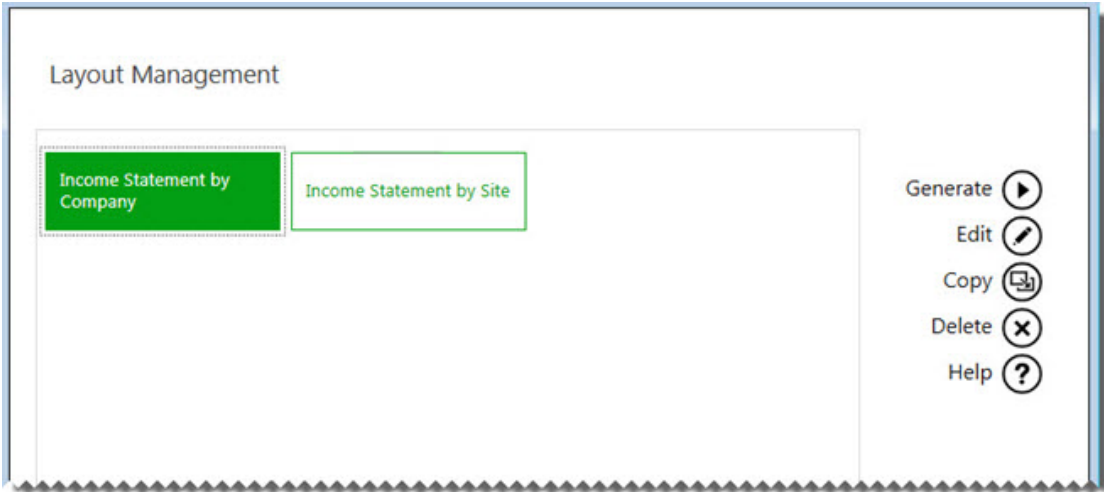
Managing Existing Layouts

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

1. On the Task Pane, from the **layouts** tab, select **Manage** or alternatively from the **BI Tools** tab, select **Manage Layouts**.



2. The Layout Management window will appear.

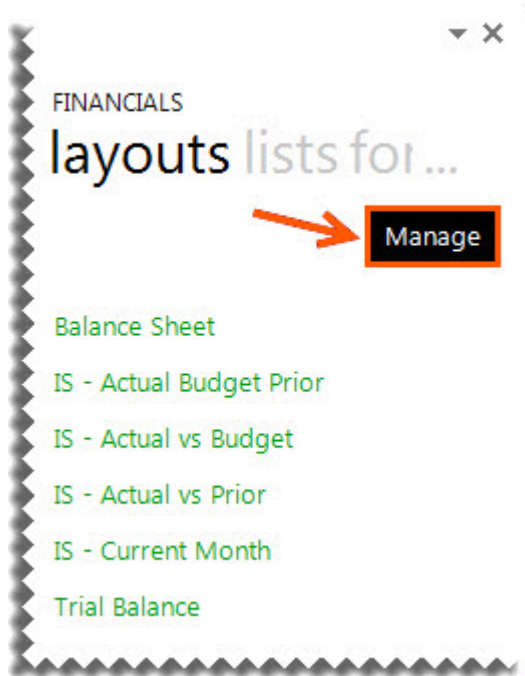


From this window you can choose to [edit](#), [copy](#), [delete](#) or generate a layout.

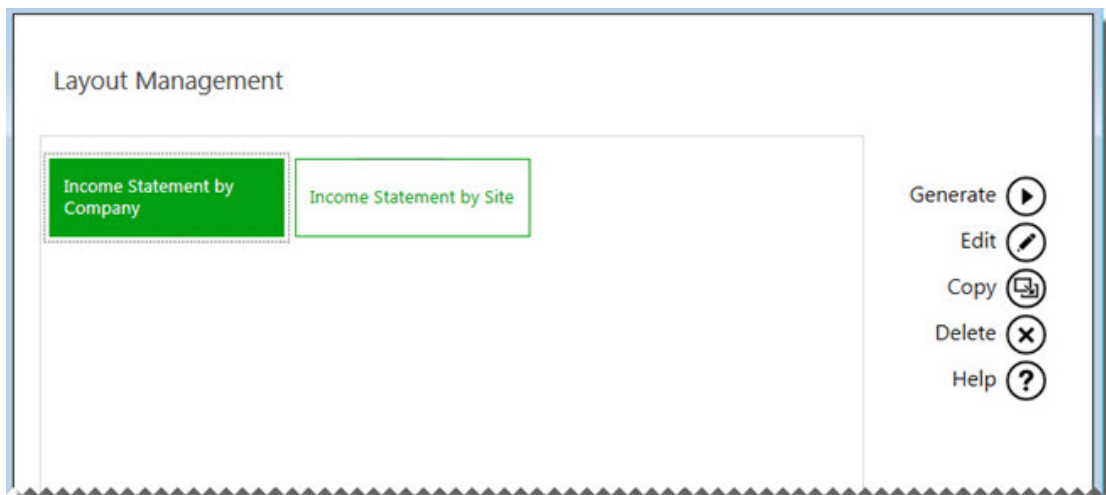
Editing Layouts

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

1. From the **layouts** tab, select **Manage**.

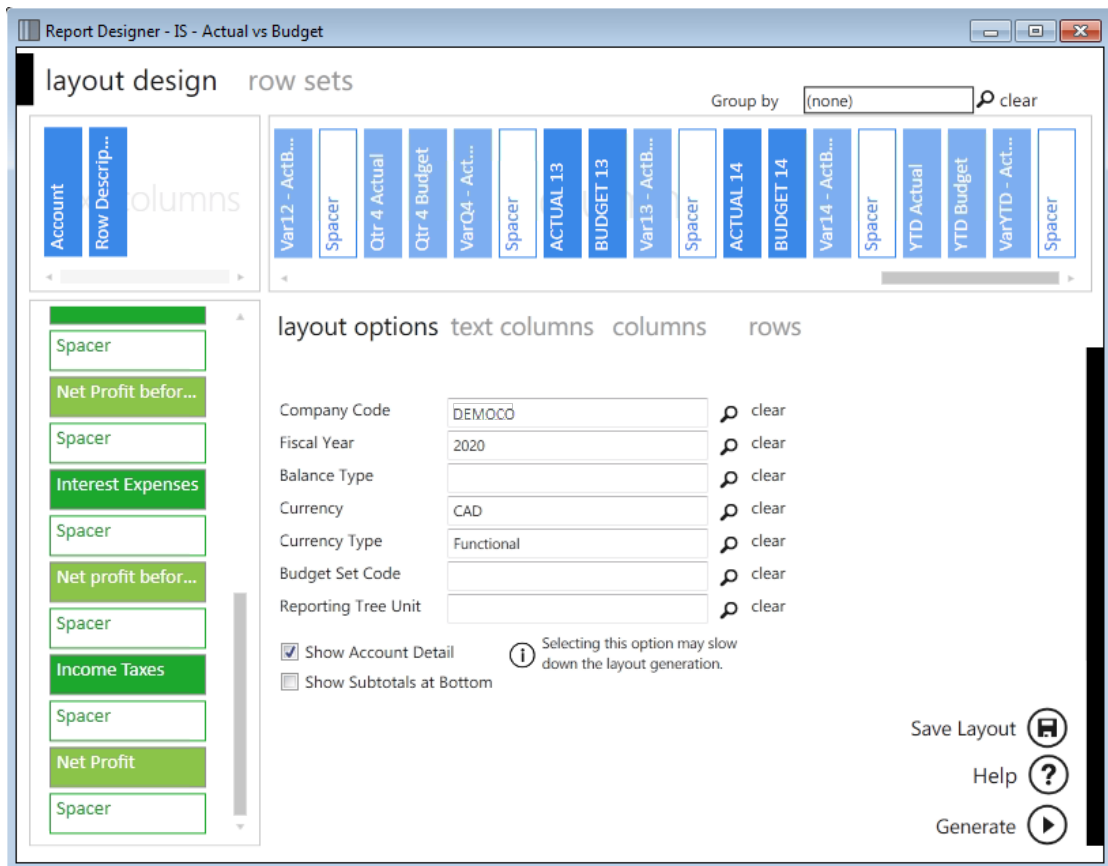


2. The Layout Management window will appear.



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

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 view your report in Microsoft Excel.

Learn More:

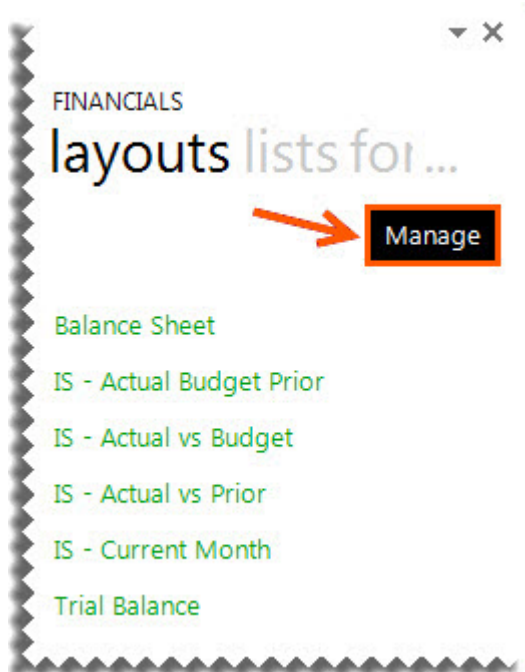


Watch the video online:
[Layout Generator Explained](#)

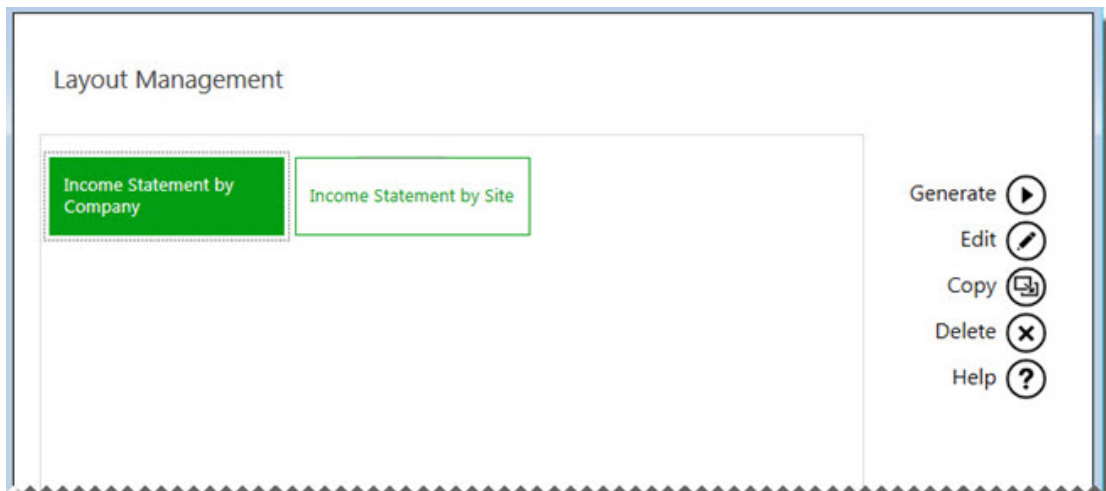
Copying Layouts

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.

1. From the **layouts** tab, select **Manage**.



2. The Layout Management window will appear.



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

3. Select the layout you would like to copy.
4. Click **Copy**.
5. The **Enter New Layout Name** window will appear allowing you to give the copied layout a new name.

Enter New Layout Name:

Copy of Income Statement by Company

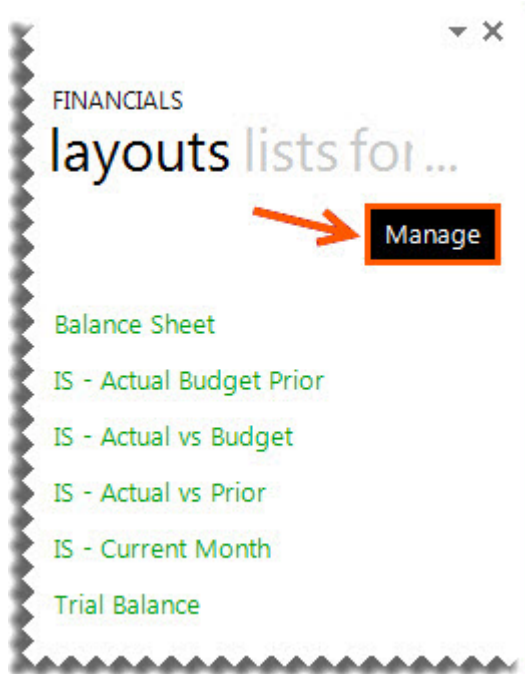
OK Cancel

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

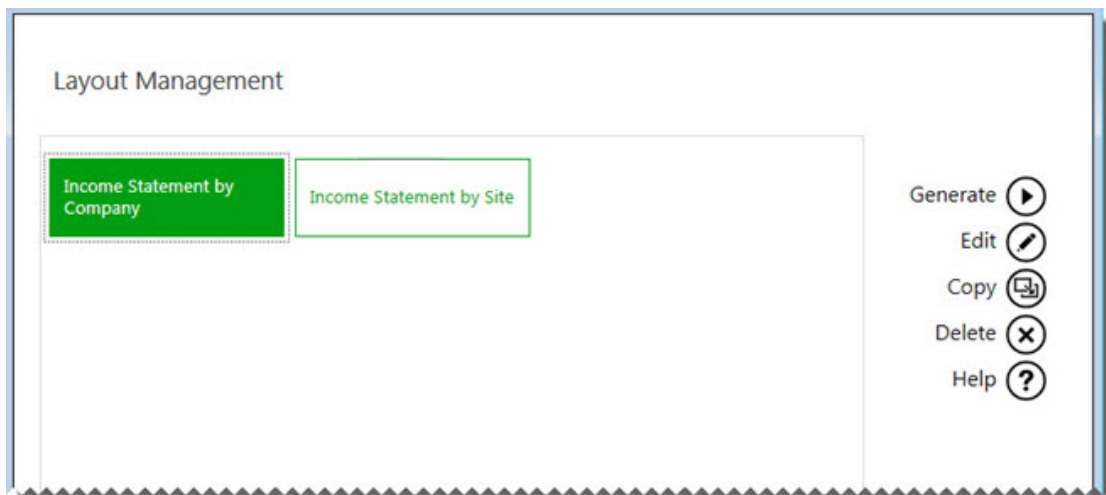
Deleting Layouts

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

1. From the **layouts** tab, select **Manage**.



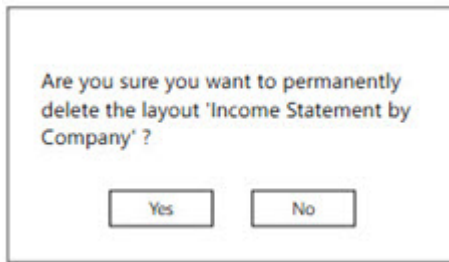
2. The Layout Management window will appear.



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

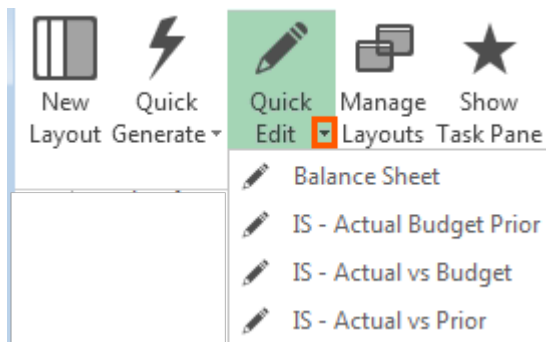
3. Select the layout you wish to delete.
4. Select **Delete**.

5. A confirmation window will appear. Selecting **Yes** will permanently delete the report layout. Selecting **No** will return you to the previous window.



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.

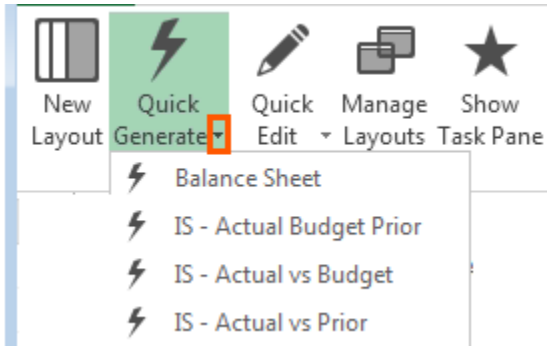


1. From the **BI Tools** tab, select **Quick Edit**. A drop down menu will appear.
2. Select the layout you wish to edit. The layout will open in the [Layout Generator](#).

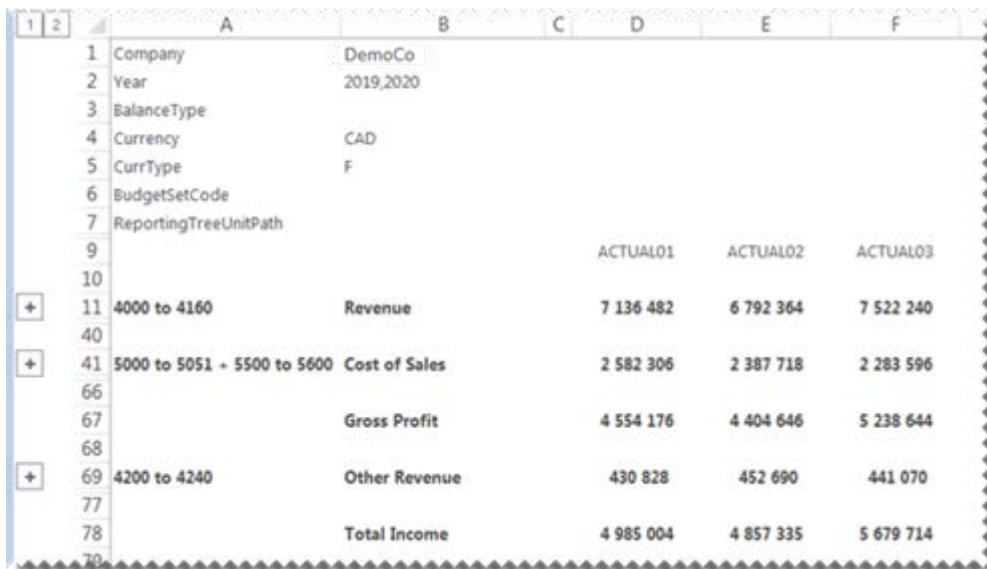
Quickly Generating Layouts

The **Quick Generate** option is a drop down menu of all the layouts you have previously saved.

1. From the **BI Tools** tab, select **Quick Generate**. A drop down menu will appear.



2. Select the layout you wish to generate. The report will open in Microsoft Excel.



The image shows a Microsoft Excel spreadsheet with a financial report. The columns are labeled A through F. The rows contain the following data:

	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						

Learn More:



Watch the video online:

[Layout Generator Explained](#)

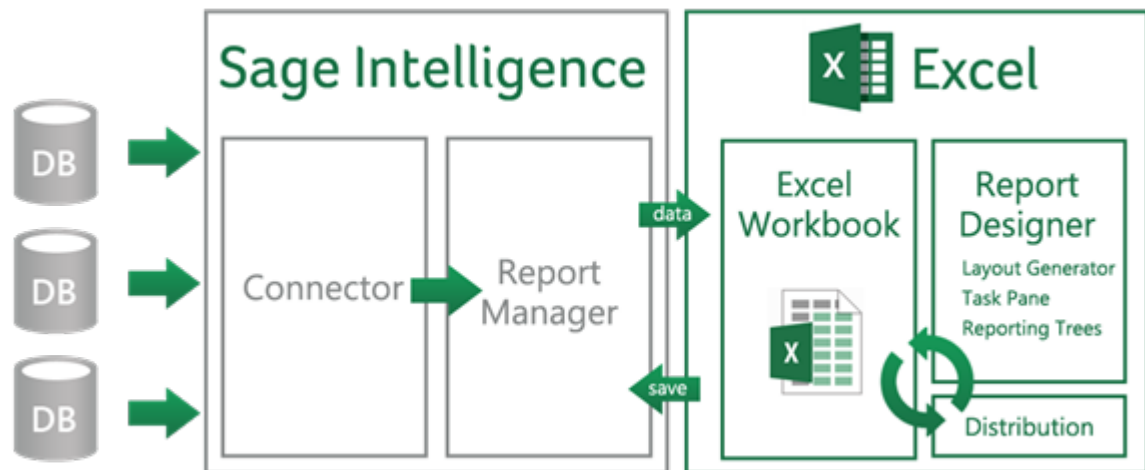
Designing Reports using the Task Pane

About The Report Designer Task Pane

The Task Pane is the latest addition to the Report Designer module which presents an alternative to the Layout Generator to empower you to take control of all design aspects of your reporting layouts.

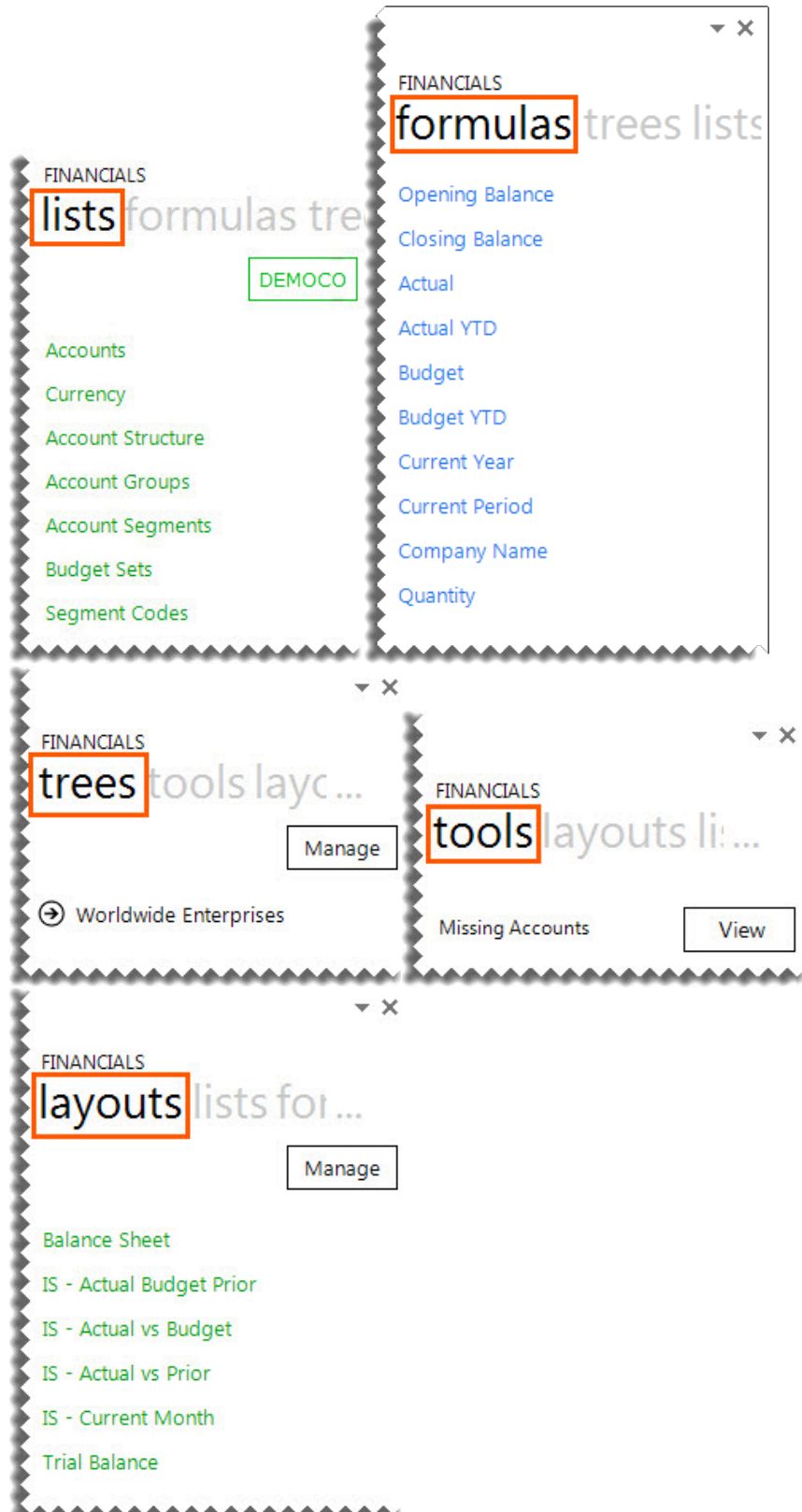
The model behind the new feature is to break down a report into reusable pieces that allows you to control where and how these pieces fit together to create a report. These pieces are Excel functions which communicate with a new In-Memory processing engine which will guarantee performance by being able to crunch financial numbers very quickly.

The positioning of the Task Pane within the overall Sage Intelligence Reporting product is as follows:

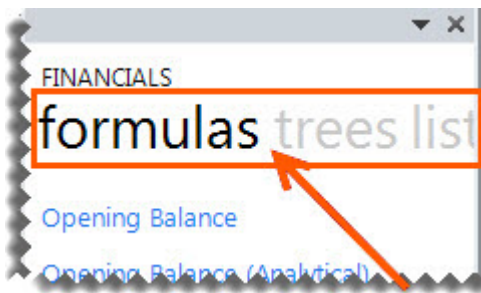


Navigating within the Task Pane

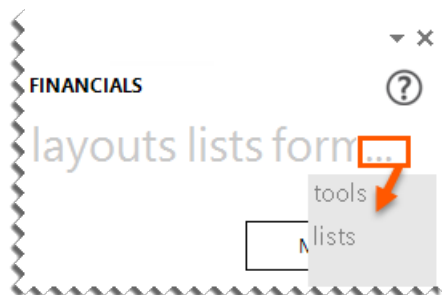
The Task Pane consists of [lists](#), [formulas](#), trees, tools and layouts, which can be used to give you complete control of all design aspects of your report. An intermediate knowledge of Microsoft Excel is beneficial to get the full benefit of your report capabilities.



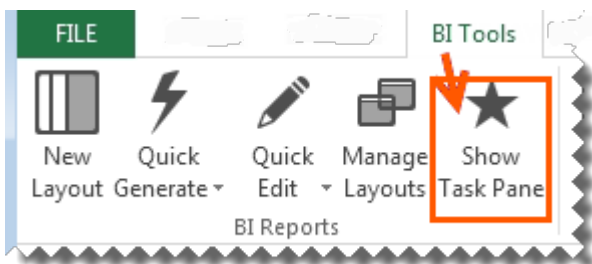
To switch between the tabs, click on the tab headings.



To see additional tabs, click on the ellipses.

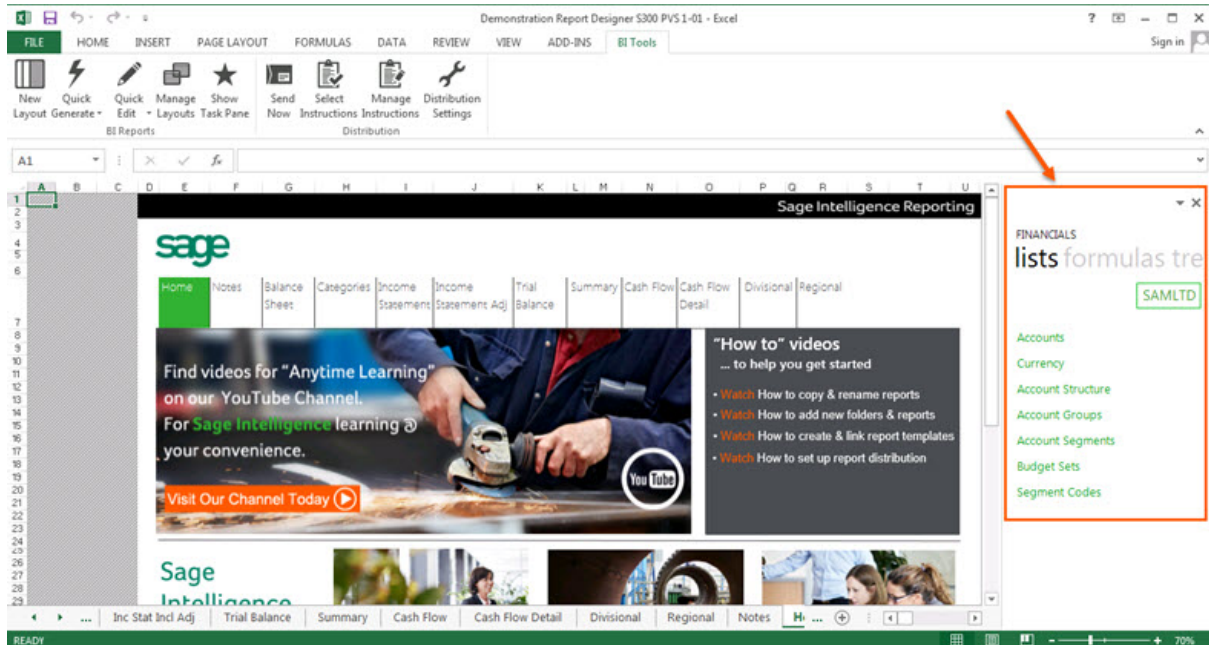


If the Task Pane is closed in error, in the **BI Tools** tab in the Excel ribbon, click **Show Task Pane** to open the Task Pane again.



Accessing and Managing Existing Report Layouts

When you've run your Demonstration [Financial Report Designer](#) report, the workbook will open in Microsoft Excel and the Task Pane functions will load.



The **Demonstration Financial Report Designer** report will include a few demonstration layouts which have been designed to work with the **SAMLTD** demonstration company financial data. It is intended to illustrate how popular financial layouts can be created. You can use these layouts to work from, or you can create a new layout from scratch.

Viewing Existing Layouts

There are several reports which have been designed for you to view the demonstration companies data. The shortcuts are provided for you or you can click the worksheets directly. Clicking on the **Home** icon from any sheet, will return you to the **Home** sheet above.



Editing Existing Layouts

Existing layouts can be edited using Microsoft Excel functionality. Filters can also be changed. If you're unsure, copy an existing worksheet and make changes to the copied worksheet.

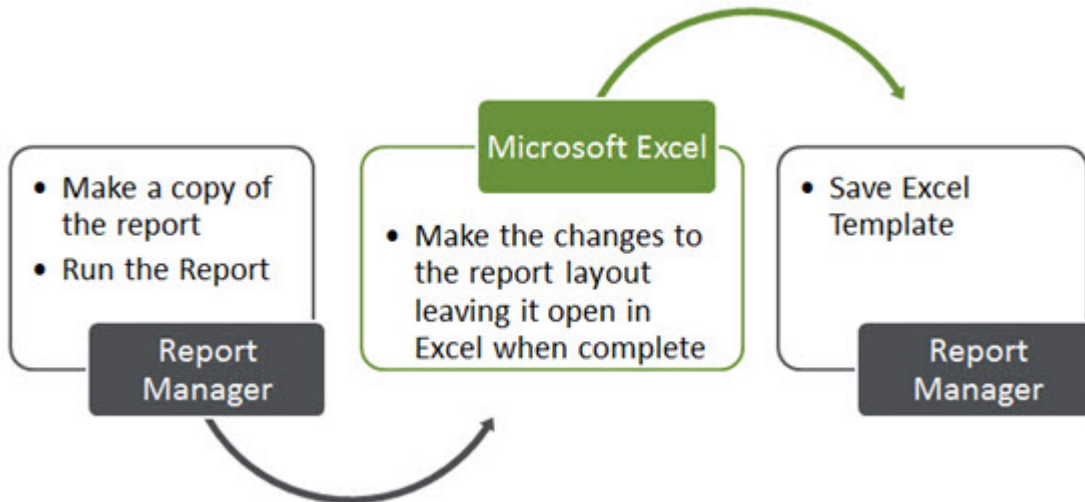
		2020		2019	
		Current Month	Year To Date	Current Month	Year To Date
Revenue		4 730.32	10 153 627.96	1 876 558.59	15 368 266.35
Cost of Sales		1 026.93	4 622 606.79	911 160.07	5 478 430.53
Gross Profit/(Loss)		3 703.39	5 531 021.17	965 398.52	9 889 835.82
Other Revenue		1 077.00	1 215 229.16	225 770.82	1 518 464.76
Total Income		4 780.39	6 746 250.33	1 191 169.34	11 408 300.58

Remember to always [save the workbook as an Excel template](#) to keep the changes permanently.

Saving Reports

The **Save Excel Template** option allows you to create a template from an open Microsoft Excel workbook and link it to an existing report. This allows you to standardize the format of the report every time you run it. The process is the same for any Sage Intelligence report.

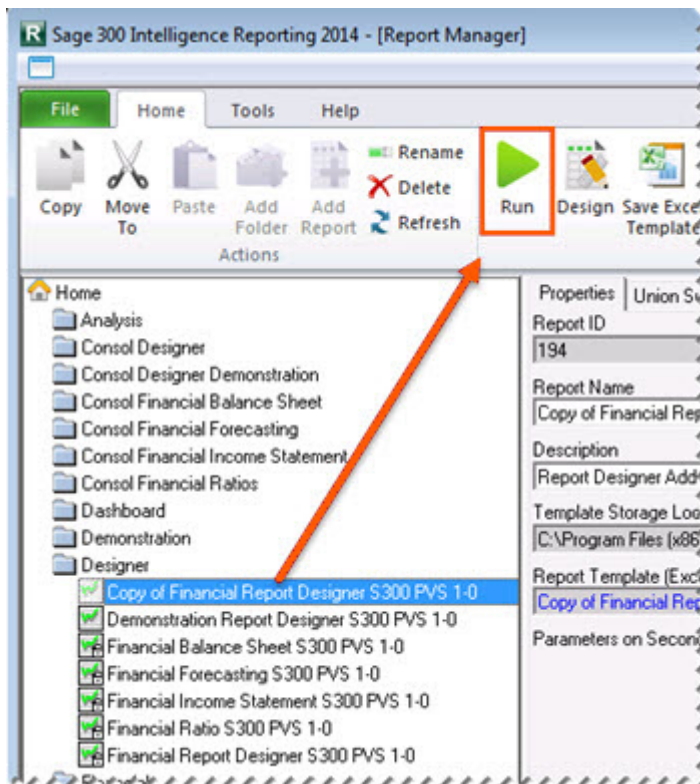
- The process to save the Microsoft Excel report template is as follows:



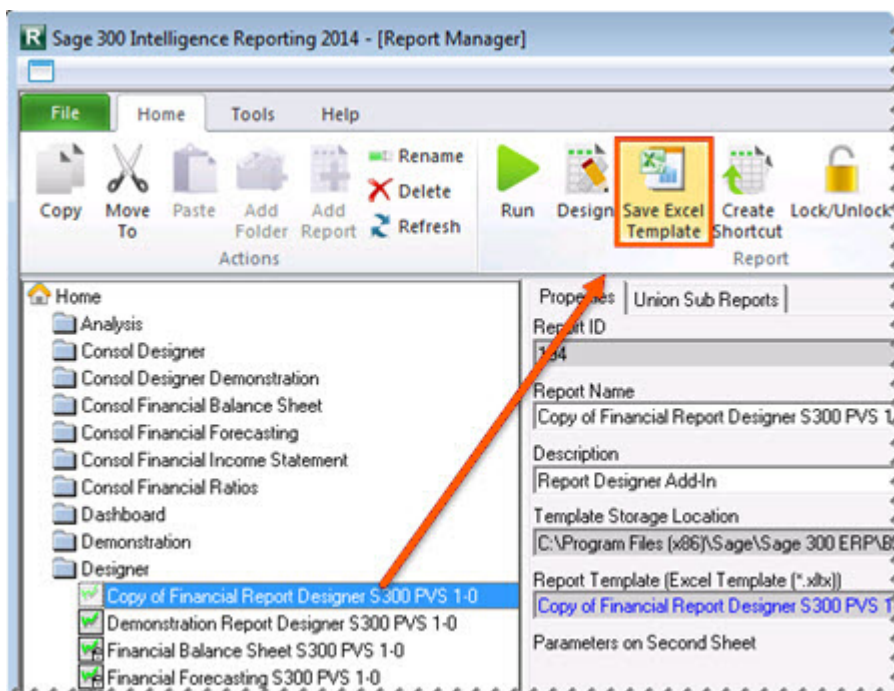
1. Open the Report Manager.

Tip: If you're unsure of making changes to any of the standard reports, you should create a copy of the report first and make the changes to the copied report.

2. Select and run the report you want to customize.

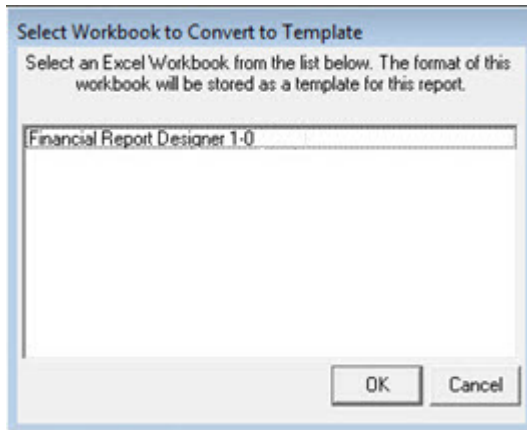


3. In Microsoft Excel, make the changes to the report.
4. After completing the changes, leave the workbook open and go back to the Report Manager.
5. Click on the report for which the changes were made, and select **Save Excel Template**.

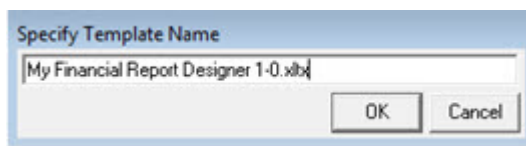


6. In the window that appears, select the Microsoft Excel workbook which contains the changes you made.

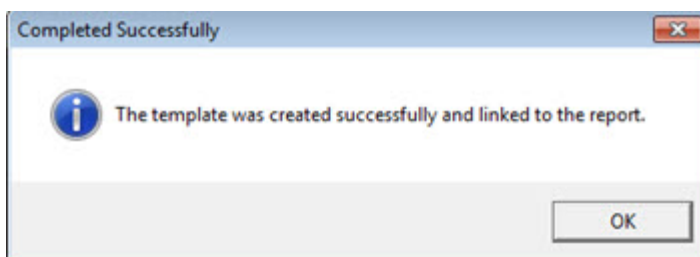
Warning: All Microsoft Excel workbooks that you have open will be listed in the window, so ensure you select the correct Microsoft Excel workbook to use as a template for your report.



7. Click **OK**.
8. When prompted to specify the template name, change the name of the template. Doing so ensures that the original template is not overwritten with the copy.

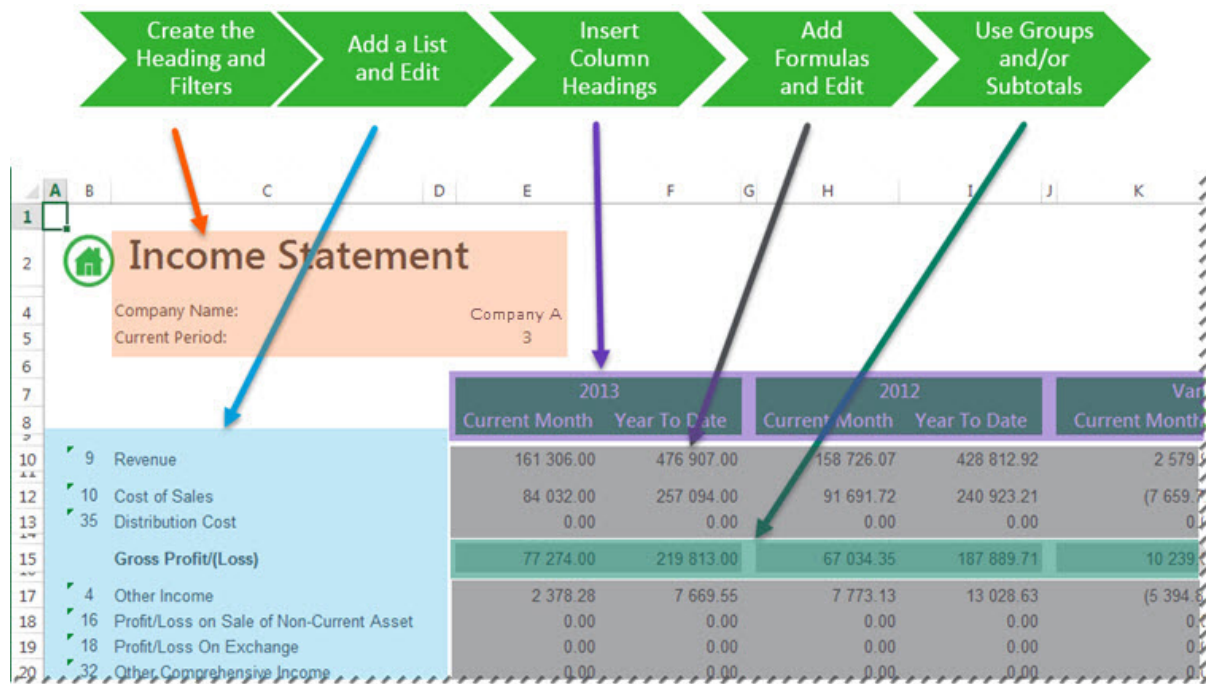


9. Click **OK**. Once the template has been successfully linked, the Microsoft Excel workbook is automatically closed and a confirmation window appears.



10. Click **OK**.

Process to Design a New Report Layout



Note: Sage Intelligence Reporting for Sage Accounting provides sample Report Designer layouts with charts to assist you in getting started with your designs.

Learn More:



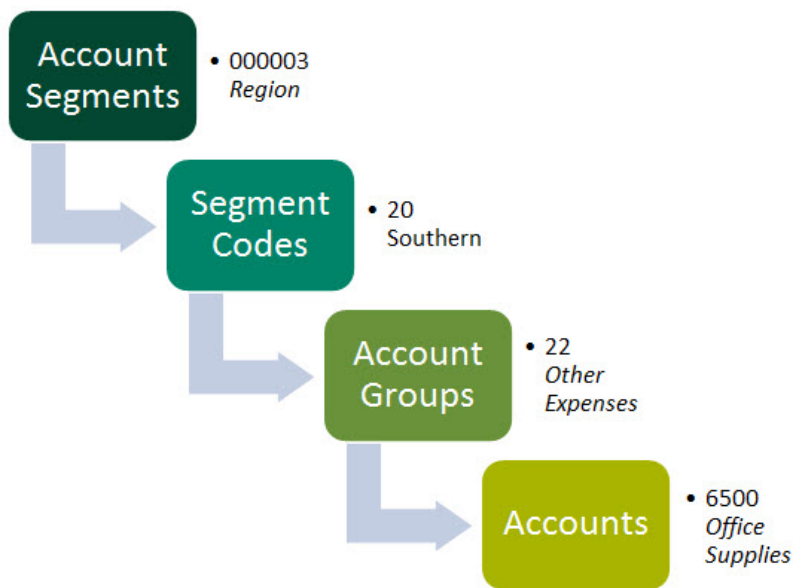
Watch the video online:
[Design Reports via the Task Pane](#)

Lists

Understanding the Sage Accounting Intelligence List Structure

Lists are retrieved from the General Ledger and can be used to view some of the key information, for example, accounts and budget codes. Information from the lists are used in formula arguments to extract specific data.

To understand the list structure, the general ledger hierarchy must be understood. Below is a typical example of an account hierarchy.



The lists are retrieved from the General Ledger.

List Name	Description	An Example could include:
Accounts	This is a list of the accounts used to define each class of items for financial transactions of a business.	6110 Bank Charges and errors 6200 Dues and Subscriptions 6500 Office Supplies 6700 Utilities
Currency	Lists the currency codes set up in the general ledger.	USD U.S. Dollars AUD Australian Dollars CAD Canadian Dollars
Account Structure	An account structure determines which segments appear and their order for each account in the general ledger.	ACC Account Structure DIV Divisional Structure REGION Regional Structure

List Name	Description	An Example could include:
Account Groups	Account groups determine if the account is a Balance Sheet or Income Statement account. Account groups represent the different sections of financial statements.	02 Accounts Receivable 08 Accounts Payable 15 Revenue 22 Other Expenses
Account 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.	000001 Account 000002 Division 000003 Region
Budget Sets	This is a list of budget accounts used in a Profit and Loss statement to define each class of items for financial transactions of a business.	01 Original 02 Conservative
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.	100 Commercial 200 Retail 10 Northern 20 Southern

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.

The screenshot shows an Excel spreadsheet with the following data:

Company	Account Number	Structure Code	Account Type	Account Group Name	Group Category	Desc	Qual
SAMLTD	1000	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1020	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1021	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1022	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1023	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1025	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1027	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1030	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1040	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1045	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1050	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1060	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalent		
SAMLTD	1100	ACC	B	Accounts Receivable	Accounts Receivable		

The Task Pane on the right shows a list of items under 'FINANCIALS':

- lists
- formulas
- tree
- SAMLTD
- Accounts
- Currency
- Account Structure
- Account Groups
- Account Segments
- Budget Sets
- Segment Codes

You can use the information from your lists, in your formulas to return specific data.

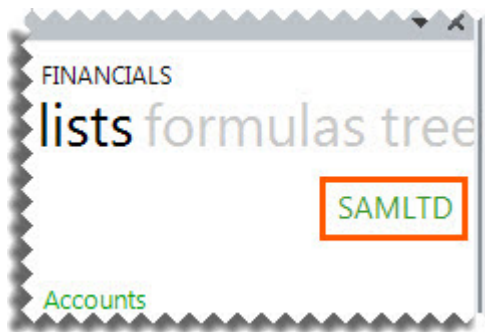
The screenshot shows an Excel spreadsheet with the following data:

		2020	
		Current Month	Year To Date
	Revenue	1 670 480.55	1 670 480.55
•	11 4000 Sales	280 014.85	280 014.85
•	12 4000-100 Sales	367 216.30	367 216.30
•	13 4000-100-10 Sales	0.00	0.00
•	14 4000-100-20 Sales	0.00	0.00
•	15 4000-200 Sales	180 765.12	180 765.12

The formula bar shows: `=-GLActual300 ($A11,$D$3,$D$7,$D$2,,,$C11,,,D4,D5)`

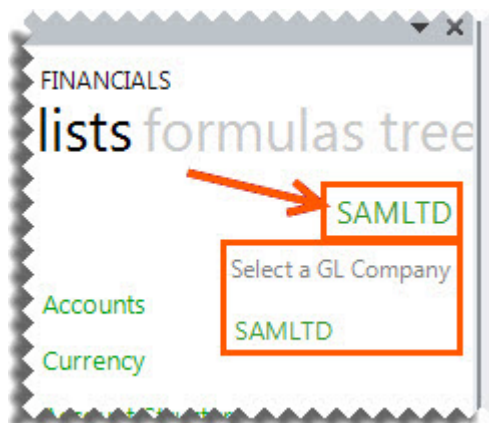
Changing Companies

Lists are always returned from the company code which is selected in the Task Pane on the lists tab.



If you have [consolidated multiple companies data](#), you can select a different company from the company drop down list.

1. Click on the company code.



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

Note: The company code is obtained from your Sage Accounting General Ledger.

Formulas

Using Cell References

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.

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.

For example, if you wanted information for the year **2013** and you used **2012** in the **Year** argument 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 argument.

The following is an example of a formula using cell references as arguments.

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

Using Relative or Absolute Cell References

There are two types of cell references in Microsoft Excel: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells.

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. For example, if you copy the formula `=A1+B1` from row 1 to row 2, the formula will become `=A2+B2`. Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.

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 `A1` or `B2`.

An example of an absolute cell reference would be `A1` or `B2`.

You can also mix absolute and relative cell references. An example would be copying a cell reference of `$B1`, the column reference will remain `B` but the row reference will change to reflect the formulas new location.

Relative Cell References	Absolute Cell References
<ul style="list-style-type: none">• Default Setting• Change when copied• <code>=A1+B1</code> <code>=A2+B2</code>• <code>=A1+B1</code> <code>=B1+C1</code>	<ul style="list-style-type: none">• Press F4 or \$• Do not change when copied• <code>=\$A\$1+\$B\$1</code> <code>=\$A\$1+\$B\$1</code>• <code>=A1+B\$1</code> <code>=A2+C\$1</code>• <code>=A1+\$B1</code> <code>=A2+\$B2</code>

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.

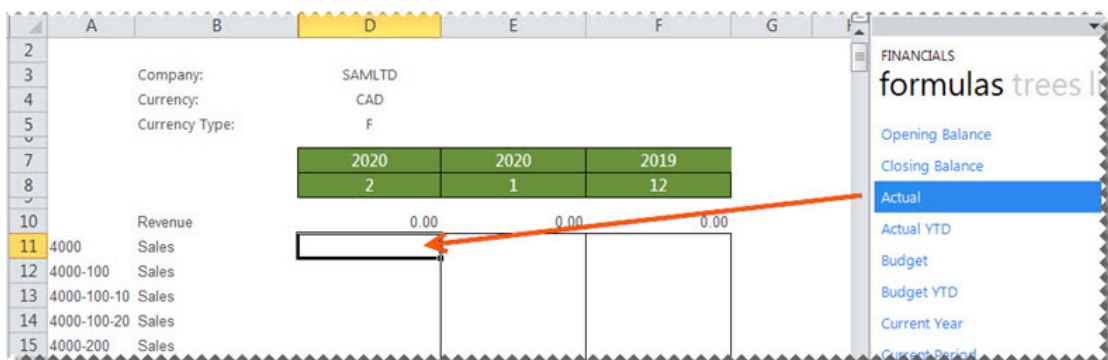
Adding Formulas

Formulas are used to define columns for the report, where the type of formula used determines what data will be retrieved.

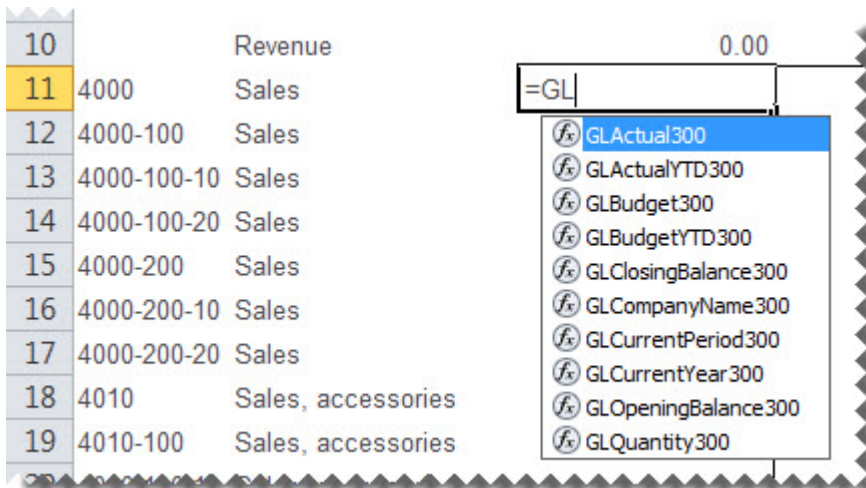
Formulas are dragged into the Excel workbook to allow you to return balances from the Sage Accounting general ledger based on provided parameters. Each parameter acts as a filter.

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

- In the Task Pane **formulas** tab, click on the formula. Drag and drop the formula onto your Microsoft Excel spreadsheet.



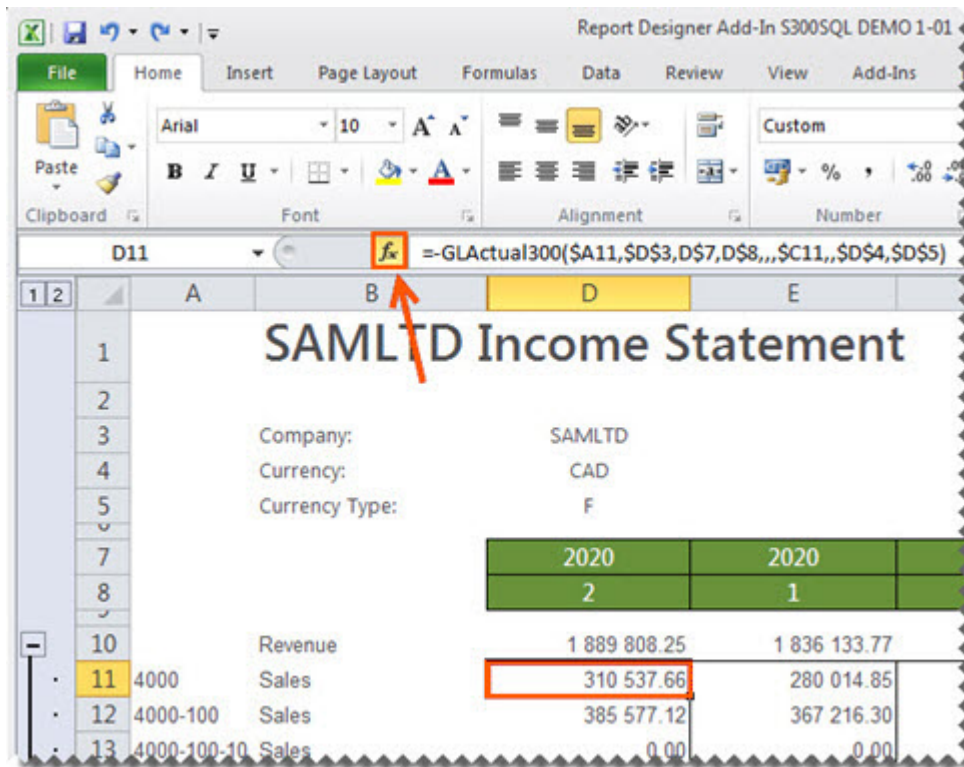
- Type the equal sign (=), followed by the formula name, directly into the Excel sheet cell or formula bar. Please refer to **Appendix A** for a detailed explanation on each formula.



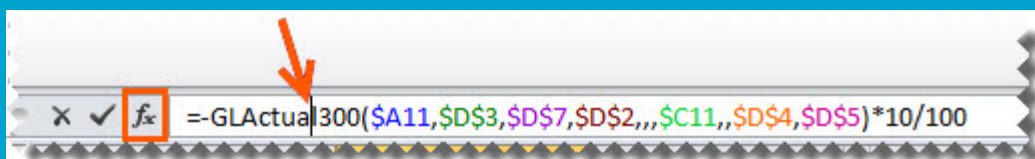
Editing Formulas

Formulas can be dragged into the Excel workbook to allow you to return balances from the Sage Accounting general ledger based on provided parameters. Each parameter acts as a filter. Formulas are used to define columns for the report where the type of formula used determines what data will be retrieved. There are two ways to edit the formulas.

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

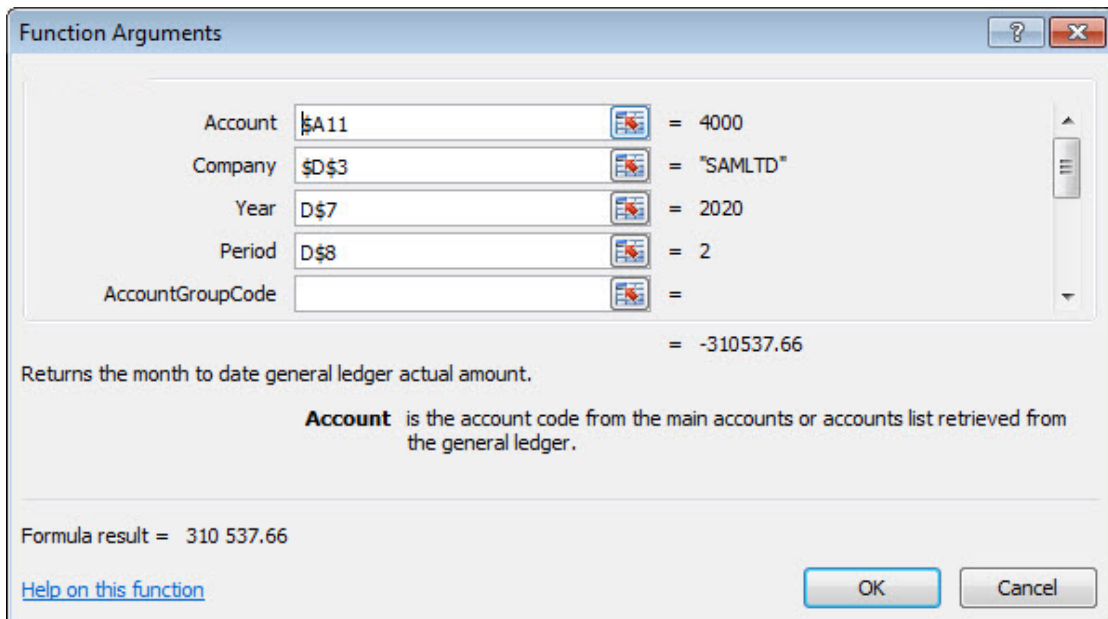


- Tip:** If there is more than one formula in a cell, only the formula result will be shown unless you click the specific formula you want to edit in the formula bar, before clicking **fx**.

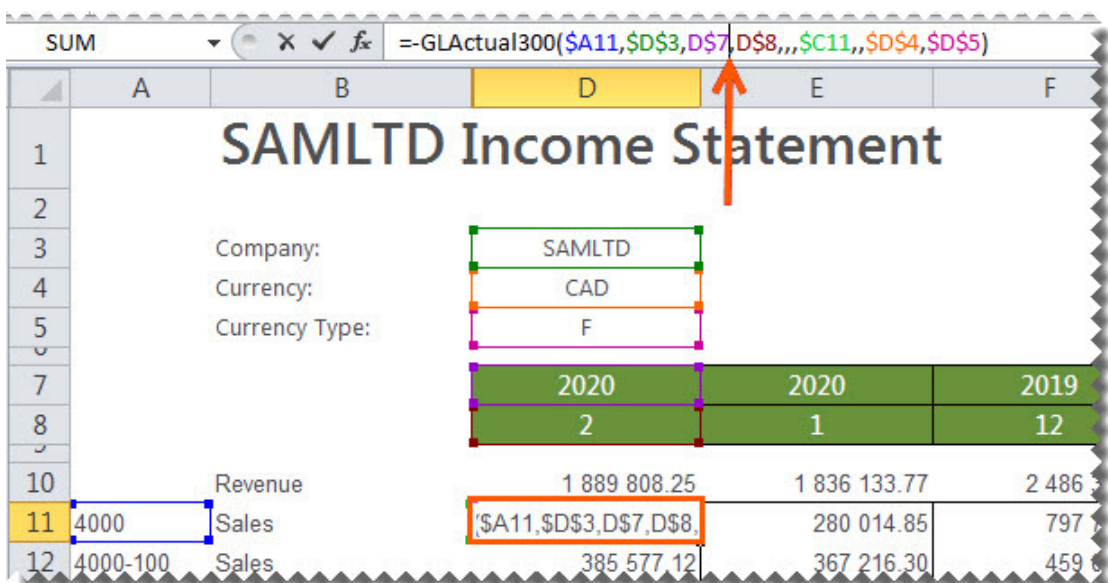


- The formula parameters provided in the **Function Arguments** window will be used to specify what data is retrieved by the formula. Each setting serves as a filter to retrieve the data. The filter is applied in the order that the settings are displayed.

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



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



Grouping Accounts in Formulas

Using Account Ranges

Ranges can be used to define the list of accounts to return in your Sage Intelligence Reporting formulas, without specifically naming each account.

A range consists of two accounts where you want to retrieve data for those two accounts and every value between those two. This is indicated by using **TO** between your start and end value of your range. Alpha characters are also supported in an account range.

Note: You must use a space before and after **TO** in order to ensure clear distinction of your start and end range values.

An example could be: **A to Z** ; to return all values from **A, A11, B2, C** etc. to **Z**.

Wildcards can be used in combination with [account ranges](#) and [mathematical calculations](#). When a single-segment or **multi-segment** range includes [wildcard characters](#) (?), Sage Intelligence Reporting determines the low and high ends of the range, and then includes all values between those ends, inclusive.

Some examples of using account ranges:

Account Range	Description	Result
200-00-00 TO 220-00-50	Filter all accounts from 200-00-00 up to and including 220-00-50	200-00-00, 200-00-01 200-00-02 up to 220-00-50
4?00 TO 5?00	In a single segment range, filter accounts ranging from 4000 to 5900. Tip: If you wanted to only include accounts ending with 00, you could create a reporting tree unit with a filter of ??00 to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 4000 and the high end of the range which is 5900 and return all accounts between the ends inclusive. 4000 up to and including 5900, which would include for example, account 4655.
4?5-00-00 TO 4?5-03-03	In a multi-segment range, filter accounts with first segment ranging from 405 up to and including 495 and second and third segments ranging from 00-00 up to and including 03-03. Tip: If you wanted to only include accounts with the first segment starting with a 4 and ending with a 5, you could create a reporting tree unit with a filter of 4?5-??-?? to further filter the results.	Sage Intelligence Reporting will determine the low end of the range which is 405-00-00 and the high end of the range which is 495-03-03 and return all accounts between the ends inclusive. 405-00-00 up to and including 495-03-03 which would include for example, account 406-01-02.

D35 =GLActual300(\$A\$35,\$D\$3,\$D\$7,\$D\$8,,,\$C\$35,,,\$D\$4,\$D\$5)

	A	B	D	E	F	G
1		SAMLTD Income St		Function Arguments		
2				GLActual300		
3		Company:	SAMLTD	Account	\$A\$35	= "4020 TO 4050"
4		Currency:	CAD	Company	\$D\$3	= "SAMLTD"
5		Currency Type:	F	Year	D\$7	= 2020
6				Period	D\$8	= 2
7			2020	AccountGroupCode		=
8			2			= -900034.21
31	4020	Sales, chairs	80 895.25	Returns the month to date general ledger actual amount.		
32	4030	Sales, desks	261 139.64	Account is the account code from the main accounts or accounts list re the general ledger.		
33	4040	Sales, cabinets	204 696.63	Formula result = 900 034.21		
34	4050	Sales, dividers	353 302.69	Help on this function		
35	4020 TO 4050	Sales, Furniture	900 034.21	OK		
36						

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

Learn More:



Watch the video online:

[Using Wildcards, Ranges and Mathematical Functions](#)

Using Account Wildcards

Wildcards can be used to define the list of accounts to return in your Sage Intelligence Reporting formulas, without specifically naming each account.

A wildcard character is a keyboard character such as an asterisk (*) or a question mark (?) that is used to represent one or more characters.

The following wildcards are available:

Wildcard character	Use	Example
Question Mark?	Use the question mark as a substitute for any one of the 36 characters, A through Z and 0 through 9. Multiple question marks (??) can be used to indicate the number of characters to be substituted. Sage Intelligence Reporting replaces each question mark (?) with the entire range of possible values, including letters. For example, in the range from 12?0 TO 12?4 , Sage Intelligence Reporting replaces the question mark in 12?0 with the lowest value in the character set, and replaces the question mark in 12?4 with the highest value in the character set. The question mark (?) can be placed in any position of an account segment. For example, if the rule contains only natural segment values (assuming a four-character natural segment), entering 4??? in a row, all accounts whose natural segment value begins with a 4 will be included.	A??? to return A001 to AZZ1 .
Asterisk *	Use the asterisk to substitute any number of characters or numbers. The asterisk can only be placed alone to return all accounts..	* to return every account

Wildcards can be used in combination with [account ranges](#) and [mathematical calculations](#). When a single-segment or **multi-segment** range includes [wildcard characters](#) (?), Sage Intelligence Reporting determines the low and high ends of the range, and then includes all values between those ends, inclusive.

Some examples of using wildcards:

Filter	Description	Result
10?	Filter all accounts beginning with 10	All accounts starting with 100 up to 109 with any digits thereafter
101-0?-00	Filter accounts with first segment of 101 and last segment of 00 with second segment of two digits beginning with 0	101-00-00 101-01-00 101-02-00 101-03-00 up to 101-09-00
201-??-10	Filter accounts with first segment of 201 and last segment of 10 with no filter on second segment of three digits	201-00-10 201-01-10 201-02-10 201-03-10 up to 201-99-10
4?00 TO 5?00	In a single segment range, filter	Sage Intelligence Reporting will

Filter	Description	Result
	accounts ranging from 4000 to 5900.	determine the low end of the range which is 4000 and the high end of the range which is 5900 and return all accounts between the ends inclusive. 4000 up to and including 5900, which would include for example, account 4655.
	Tip: If you wanted to only include accounts ending with 00, you could create a reporting tree unit with a filter of ??00 to further filter the results.	
4?5-00-00 TO 4?5-03-03	In a multi-segment range, filter accounts with first segment ranging from 405 up to and including 495 and second and third segments ranging from 00-00 up to and including 03-03.	Sage Intelligence Reporting will determine the low end of the range which is 405-00-00 and the high end of the range which is 495-03-03 and return all accounts between the ends inclusive. 405-00-00 up to and including 495-03-03 which would include for example, account 406-01-02.
	Tip: If you wanted to only include accounts with the first segment starting with a 4 and ending with a 5, you could create a reporting tree unit with a filter of 4?5-??-?? to further filter the results.	

An example of using wildcards in Microsoft Excel using the **GLActual300** formula could be as follows:

The screenshot displays an Excel spreadsheet titled "SAMLTD Income Statement" with columns for 2020 and Current Month. A "Function Arguments" dialog box is open for the GLActual300 function. The arguments are: Account: 4010-100-??, Company: SAMLTD, Year: 2020, Period: 3, and AccountGroupCode: (blank). The dialog box also shows the formula result as 28,844.12. An orange arrow points from the "Account" field in the dialog box to the "4010-100-??" cell in the spreadsheet.

Learn More:



Watch the video online:

[Using Wildcards, Ranges and Mathematical Functions](#)

Using Mathematical Calculations

Mathematical calculations can be used to define the list of accounts to return in your Sage Intelligence Reporting formulas. This includes addition (+) and subtraction (-).

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

Note: The use of a space on either side of the + and/or – signs are required in order for the formula to be calculated correctly. Brackets are also supported thus calculations in brackets (parenthesis) are calculated first. For example, accounts **(700 + 705) - 840**.

Wildcards can be used in combination with [account ranges](#) and [mathematical calculations](#).

For example, typing **4020 + 4040** in the cell will give a total value for Account 4020 and Account 4040.

The screenshot displays a spreadsheet titled "SAMLTD Income State" with columns A, B, and D. The data is as follows:

	A	B	D
1		SAMLTD Income State	
2			
3		Company: SAMLTD	
4		Currency: CAD	
5		Currency Type: F	
7			2020
8			2
31	4020	Sales, chairs	80 895.25
32	4030	Sales, desks	261 139.64
33	4040	Sales, cabinets	204 696.63
34			
35	4020 + 4040	Sales, Chairs and Cabinets	285 591.88
36			

The formula bar shows: `=GLActual300($A35,$D$3,D$7,D$8,,,$C35,,,D4,D5)`. A dialog box titled "Function Arguments" for "GLActual300" is open, showing the following arguments:

- Account: SA35 = "4020 + 4040"
- Company: SD\$3 = "SAMLTD"
- Year: D\$7 = 2020
- Period: D\$8 = 2
- AccountGroupCode: =

The dialog box also shows a "Formula result = 285 591.88" and an "OK" button.

For example, typing **6020002000 + 6020003000** in the cell will give a total figure for Account 6020002000 and Account 6020003000.

Learn More:



Watch the video online:

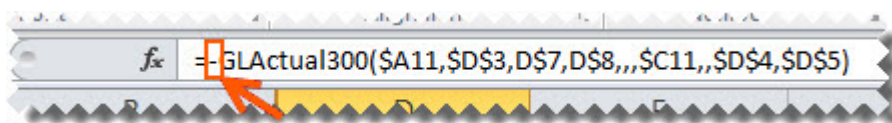
[Using Wildcards, Ranges and Mathematical Functions](#)

Reversing Negative Numbers

By default the data will show the same as that of the underlying Sage Accounting data. For revenue accounts this may be negative values. You have the option to change these values to a positive number by editing the formula.

	Before		After
	Actual YTD		Actual YTD
Total Revenue	(12 940 469.42)	→	12 940 469.42
Other Revenue	(1 211 364.86)		1 211 364.86
Cost of Sales	4 642 535.03		4 642 535.03
Fixed Charges	676 066.48		676 066.48
Other Expenses	8 402 536.00		8 402 536.00
Amortization/Depreciation Expenses	250 000.00		250 000.00
Other Expenses	0.00		0.00
Total Cost & Expenses	13 971 137.51		13 971 137.51
Interest Expense	7 500.00		7 500.00
Income Taxes	108 000.00		108 000.00
Net Profit/(Loss)	(28 238 471.79)		65 196.77

1. Click in the formula bar.
2. Add - (minus) to the beginning of the formula name.



3. Drag the fill handle down to copy these to other accounts requiring the same change. You can also double-click to fill the formula down, as far as the column to the left is filled with adjacent data.

Learn More:

[Converting a Negative Number to Positive](#) using the Layout Generator

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.

	A	B	D
1		=CONCATENATE(D3," Income Statement")	
2		Current Period:	3
3		Company:	SAMLTD
4		Currency:	CAD
5		Currency Type:	F
7			2020
8			Current Month
10		Revenue	=SUM(D11:D38) =SUM(E11:E38)
11	4000	Sales	=GLActual300(\$A11,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A11,\$D\$3,\$D\$7,\$D\$2,,,\$C)
12	4000-100	Sales	=GLActual300(\$A12,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A12,\$D\$3,\$D\$7,\$D\$2,,,\$C)
13	4000-100-10	Sales	=GLActual300(\$A13,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A13,\$D\$3,\$D\$7,\$D\$2,,,\$C)
14	4000-100-20	Sales	=GLActual300(\$A14,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A14,\$D\$3,\$D\$7,\$D\$2,,,\$C)
15	4000-200	Sales	=GLActual300(\$A15,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A15,\$D\$3,\$D\$7,\$D\$2,,,\$C)
16	4000-200-10	Sales	=GLActual300(\$A16,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A16,\$D\$3,\$D\$7,\$D\$2,,,\$C)
17	4000-200-20	Sales	=GLActual300(\$A17,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A17,\$D\$3,\$D\$7,\$D\$2,,,\$C)
18	4010	Sales, accessories	=GLActual300(\$A18,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A18,\$D\$3,\$D\$7,\$D\$2,,,\$C)
19	4010-100	Sales, accessories	=GLActual300(\$A19,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A19,\$D\$3,\$D\$7,\$D\$2,,,\$C)
20	4010-100-10	Sales, accessories	=GLActual300(\$A20,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A20,\$D\$3,\$D\$7,\$D\$2,,,\$C)
21	4010-100-20	Sales, accessories	=GLActual300(\$A21,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A21,\$D\$3,\$D\$7,\$D\$2,,,\$C)
22	4010-100-30	Sales, accessories	=GLActual300(\$A22,\$D\$3,\$D\$7,\$D\$2,,,\$C) =GLActualYTD300(\$A22,\$D\$3,\$D\$7,\$D\$2,,,\$C)

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

		2020		2019	
		Current Month	Prio	Current Month	Ye
1	SAMLTD Income Statement				
2	Current Period:	3			
3	Company:	SAMLTD			
4	Currency:	CAD			
5	Currency Type:	F			
7					
8					
10	Revenue	1 995 180.78	5 555 469.58	2 943 183.29	
11	4000 Sales	374 643.03	965 195.54	387 490.63	
12	4000-100 Sales	393 288.66	1 146 082.08	381 574.25	
13	4000-100-10 Sales	0.00	0.00	0.00	
14	4000-100-20 Sales	0.00	0.00	0.00	
15	4000-200 Sales	193 599.45	564 167.95	1 348 804.72	
16	4000-200-10 Sales	0.00	0.00	0.00	
17	4000-200-20 Sales	0.00	0.00	50 512.99	
18	4010 Sales, accessories	0.00	0.00	0.00	
19	4010-100 Sales, accessories	0.00	0.00	0.00	
20	4010-100-10 Sales, accessories	7 664.59	16 920.06	3 554.48	
21	4010-100-20 Sales, accessories	16 845.00	33 337.42	5 295.61	
22	4010-100-30 Sales, accessories	1 978.78	5 508.38	1 772.87	

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 in the formula by the **Account** argument.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	D	E	F	G
1		SAMLTD Income Statement				
2		Company: SAMLTD				
3		Currency: CAD				
4		Currency Type: F				
7			2020			
8			2			
31	4020	Sales, chairs	80 895.25			
32	4030	Sales, desks	261 139.64			
33	4040	Sales, cabinets	204 696.63			
34	4050	Sales, dividers	353 302.69			
35	4020 TO 4050	Sales, Furniture	900 034.21			
36						

The 'Function Arguments' dialog box for GLActual300 shows the following values:

- Account: 4020 TO 4050
- Company: SAMLTD
- Year: 2020
- Period: 2
- AccountGroupCode: (empty)

The formula result is 900 034.21.

If any new accounts were added to the general ledger, for example, **Account 4035 - Sales, lockers**, it would automatically be included in the **Sales, Furniture** amount as it falls within the account range of **4020 to 4050**. Therefore no changes would be required in your summarized report layout.

The screenshot shows a summarized report with the following data:

	A	B	D	E	F
1		Income Statement			
2		Company: SAMLTD			
3		Currency: CAD			
4		Currency Type: F			
7			2020	2020	2019
8			2	1	12
35	4020 TO 4050	Sales, Furniture	955 020.21	747 246.87	871 437.52
36					

Designing Financial Reports

Designing a Basic Income Statement

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

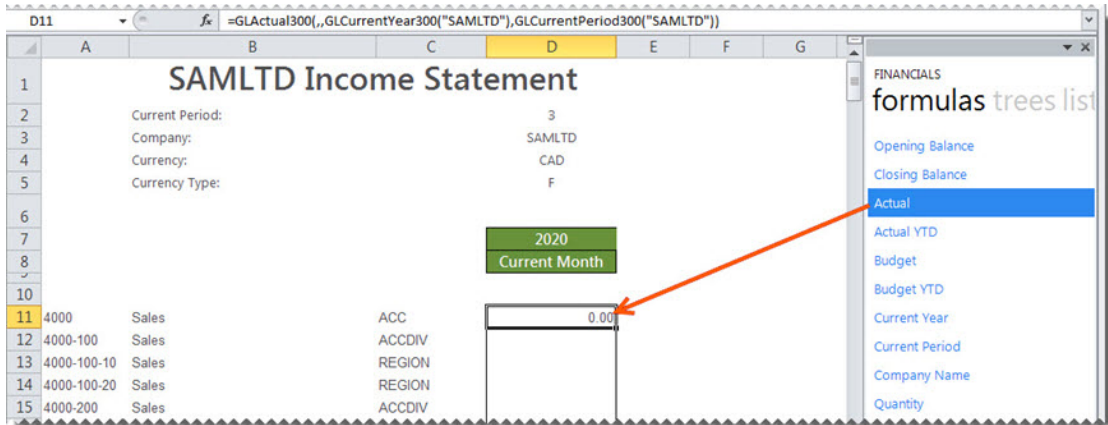
1. In Microsoft Excel, set up your spreadsheet with a heading and the filters you would like to use.

	A	B	C	D	E	F
1	SAMLTD Income Statement					
2		Current Period:		3		
3		Company:		SAMLTD		
4		Currency:		CAD		
5		Currency Type:		F		

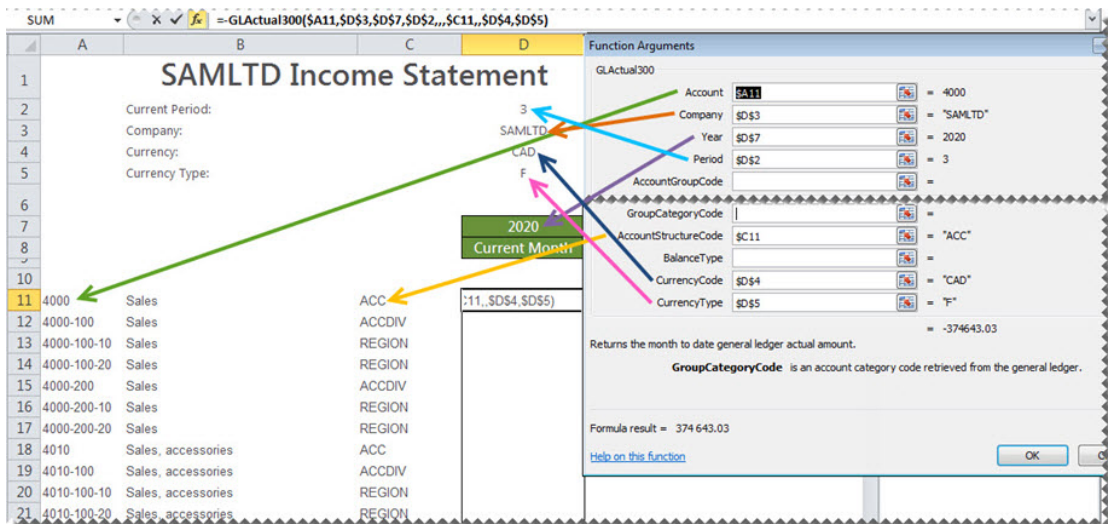
2. Drag and drop the **Accounts** from the Lists group. You will use this list to help create your report.

	A	B	C	D	E	F	G	H
1	SAMLTD Income Statement							
2		Current Period:		3				
3		Company:		SAMLTD				
4		Currency:		CAD				
5		Currency Type:		F				
6								
7	Company	Account Number	Account Description	Structure Code	Account Type	A Group	Category	Dr Quantity Unit of M
8	SAMLTD	1000	Petty cash	ACC	B	C	Cash and Cash Equivalents	
9	SAMLTD	1020	Bank account, c	ACC	B	C	Cash and Cash Equivalents	
10	SAMLTD	1021	Bank account, A	ACC	B	C	Cash and Cash Equivalents	
11	SAMLTD	1022	Bank account, V	ACC	B	C	Cash and Cash Equivalents	
12	SAMLTD	1023	Bank account, M	ACC	B	C	Cash and Cash Equivalents	
13	SAMLTD	1025	CCB Visa	ACC	B	C	Cash and Cash Equivalents	
14	SAMLTD	1027	Bank account, c	ACC	B	C	Cash and Cash Equivalents	
15	SAMLTD	1030	Bank account, p	ACC	B	C	Cash and Cash Equivalents	
16	SAMLTD	1040	Bank account, L	ACC	B	C	Cash and Cash Equivalents	
17	SAMLTD	1045	SEATAC Visa	ACC	B	C	Cash and Cash Equivalents	
18	SAMLTD	1050	Bank account, J	ACC	B	C	Cash and Cash Equivalents	
19	SAMLTD	1060	Bank account, B	ACC	B	C	Cash and Cash Equivalents	
20	SAMLTD	1100	Accts receivable	ACC	B	A	Accounts Receivable	
21	SAMLTD	1145	Accts receivable	ACC	B	A	Accounts Receivable	

3. Delete the columns and the balance sheet accounts not required.
4. Insert a column heading for the period.
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 company, year and period. You can do this by clicking the **fx** button and making the changes or alternatively typing directly into the formula area.



7. Drag the fill handle to copy the formula down to all of the accounts.

	A	B	C	D	E	F
1	SAMLTD Income Statement					
2	Current Period:			3		
3	Company:			SAMLTD		
4	Currency:			CAD		
5	Currency Type:			F		
6						
7				2020		
8				Current Month		
9						
10						
11	4000	Sales	ACC	374 643.03		
12	4000-100	Sales	ACCDIV	393 288.66		
13	4000-100-10	Sales	REGION	0.00		
14	4000-100-20	Sales	REGION	0.00		
15	4000-200	Sales	ACCDIV	193 599.45		
16	4000-200-10	Sales	REGION	0.00		
17	4000-200-20	Sales	REGION	0.00		
18	4010	Sales, accessories	ACC	0.00		
19	4010-100	Sales, accessories	ACCDIV	0.00		
20	4010-100-10	Sales, accessories	REGION			
21	4010-100-20	Sales, accessories	REGION			
22	4010-100-30	Sales, accessories	REGION			

Fill Handle

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.

1. Add headings, totals and formatting using Excel features and set your print area. You can hide any rows or columns you do not wish to view in the final layout.
2. Use Microsoft Excel's **Group** feature to group rows under headings.

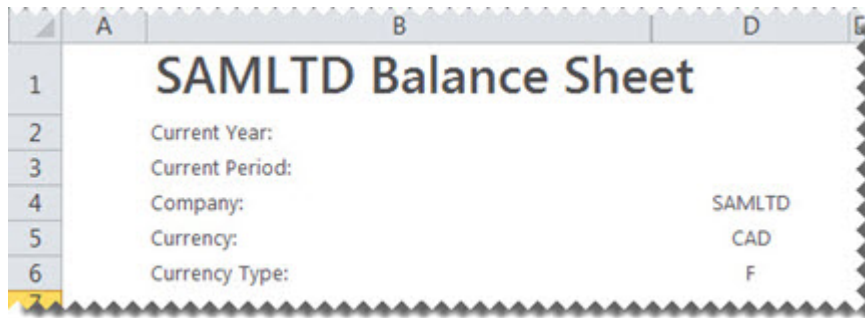
	A	B	C	D	E
1	SAMLTD Income Statement				
2	Current Period:			3	
3	Company:			SAMLTD	
4	Currency:			CAD	
5	Currency Type:			F	
6					
7				2020	
8				Current Month	
9					
10	+	Revenue		1 995 180.78	
11					
12	+	Cost of Sales		887 656.57	
13					
14		Gross Profit/(Loss)		1 107 524.21	
15					
16	+	Other Revenue		235 519.14	
17					
18		Total Income		1 343 043.35	
19					
20	+	Other Expenses		968 787.90	
21					
22	+	Other		-294.77	
23					
24	+	Depreciation Expense		50 000.00	

3. Run Save Excel Template in your Report Manager to save your report for future use. Refer to the help file in your Sage Intelligence Report Manager for more information on how to create and link templates: Home > Report Manager > Working with Reports > Saving a Report Layout

Designing a Basic Balance Sheet

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

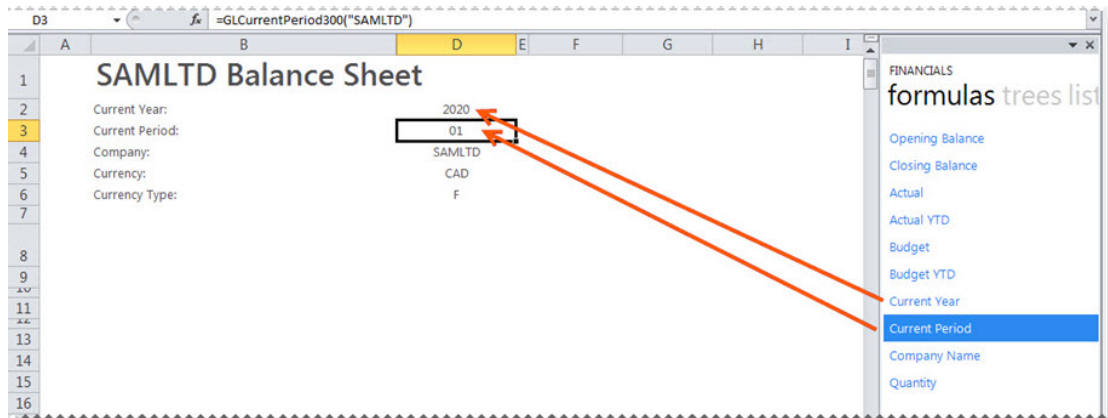
1. In Microsoft Excel, set up your spreadsheet with a heading and the filters you would like to use.



	A	B	D	E	
1		SAMLTD Balance Sheet			
2		Current Year:			
3		Current Period:			
4		Company:	SAMLTD		
5		Currency:	CAD		
6		Currency Type:	F		
7					

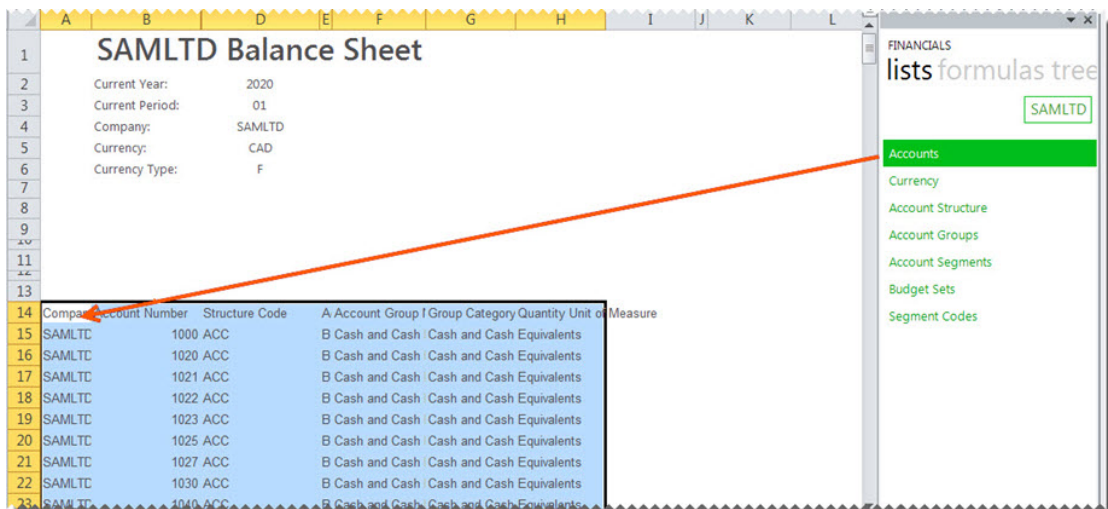
Tip: Reports that return huge data sets can be difficult to analyze and can cause performance issues. Filtering is a quick and easy way to find and work with only the data you need. Instead of your report extracting millions of records, filtering extracts only the necessary data resulting in faster more efficient reports.

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



The screenshot shows the same Excel spreadsheet as above, but with a 'formulas trees list' pane open on the right side. The list contains various financial formulas, with 'Current Year' and 'Current Period' highlighted in blue. Two orange arrows point from these highlighted items to the 'Current Year' and 'Current Period' cells in the spreadsheet, indicating the drag-and-drop action.

3. Drag and drop the **Accounts** list onto the spreadsheet. You will use this list to help create your report.



4. Delete the income statement accounts not required, and create headings and totals where required for your rows.

11	Assets	
12		
13		Non Current Assets
14	1500	Furniture and fixtures
15	1520	Equipment
16	1540	Buildings
17	1550	Land
18	1600	Acc. Amortization/Depr.
19	1620	Acc. Amort./Depr.Equipment
20	1640	Acc. Amort./Depr.Buildings
21	1700	Leasehold improvements
22	1710	Acc. amortization, leasehold
23	1720	Organization costs
24	1730	Acc. amortization, org. costs
25		
26		Current Assets
27	1000	Petty cash
28	1020	Bank account, operating
29	1021	Bank account, American Express
30	1022	Bank account, VISA
31	1023	Bank account, Mastercard
32	1025	CCB Visa
33	1027	Bank account, corporate

5. Add column headings for the **Opening** and **Closing Balances**.
6. Drag and Drop the **Opening Balance** formula onto your spreadsheet in the same row as your first account.

- Change the formula to link to the correct account as well as the correct year. You can do this by clicking the fx button and making the changes or alternatively typing directly into the formula area.

- Drag the fill handle down to copy the formula to all the accounts required.
- Drag and Drop the **Closing Balance** formula onto your spreadsheet in the **Closing Balance** column in the same row as your first account.
- Change the formula to link to the correct account as well as the correct year and month. You can do this by clicking the fx button and making the changes or alternatively typing directly into the formula area.

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

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

		Opening Balance	Closing Balance
1	SAMLTD Balance Sheet		
2	Current Year:	2020	
3	Current Period:	01	
4	Company:	SAMLTD	
5	Currency:	CAD	
6	Currency Type:	F	
8			
9			
11	Assets		
13	Non Current Assets	300 462.37	1 651 628.37
26	Current Assets	11 931 701.45	16 711 658.08
58	TOTAL ASSETS	12 232 163.82	18 363 286.45
60	Shareholders Equity & Liabilities		
62	Shareholders Equity	-1 232 265.39	-241 193.91
75	Non Current Liabilities	300 963.54	240 963.54
81	Current Liabilities	13 163 465.67	18 363 516.82
125	TOTAL SHAREHOLDERS EQUITY & LIABILITIES	12 232 163.82	18 363 286.45

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

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. An intermediate knowledge of Microsoft Excel formulas and basic accounting is required.

1. [Follow the instructions to design a basic income statement.](#)

	2020	Current Month
Revenue	1 995 180.78	
Cost of Sales	887 656.57	
Gross Profit/(Loss)	1 107 524.21	
Other Revenue	235 519.14	
Total Income	1 343 043.35	
Other Expenses	968 787.90	
Other	-294.77	
Depreciation Expense	50 000.00	

2. Drag the **Current Year** formula to the column heading in the cell containing the year.

	2020	Current Month
Revenue	1 995 180.78	
Cost of Sales	887 656.57	
Gross Profit/(Loss)	1 107 524.21	
Other Revenue	235 519.14	
Total Income	1 343 043.35	
Other Expenses	968 787.90	
Other	-294.77	

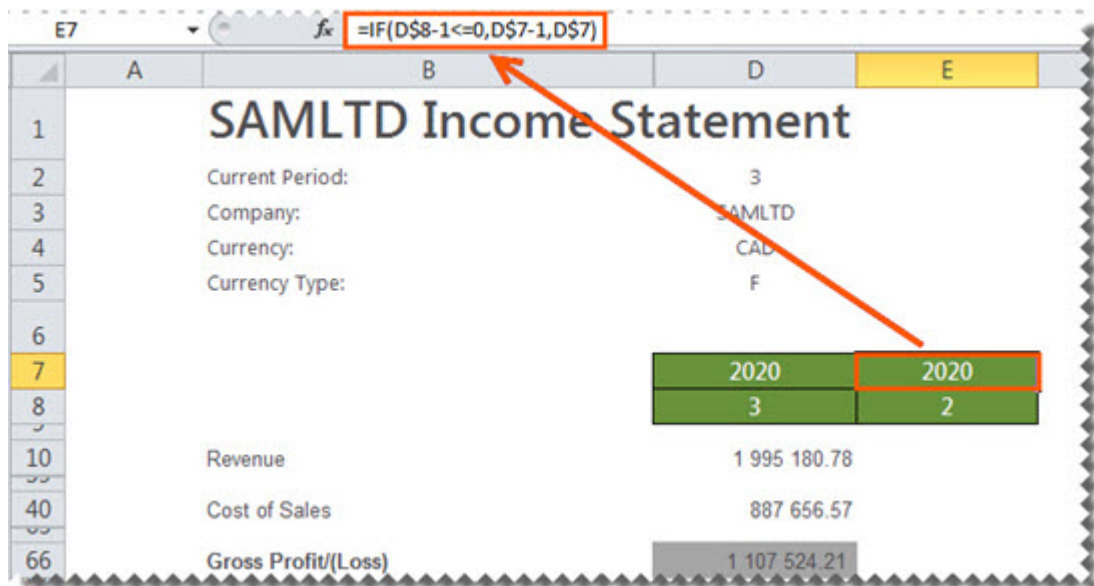
3. Drag the **Current Period** formula to the column heading in the cell containing **Current Month**.

	2020	
Current Period:	3	
Company:	SAMLTD	
Currency:	CAD	
Currency Type:	F	
Revenue	1 995 180.78	
Cost of Sales	887 656.57	
Gross Profit/(Loss)	1 107 524.21	
Other Revenue	235 519.14	
Total Income	1 343 043.35	
Other Expenses	968 787.90	
Other	-294.77	

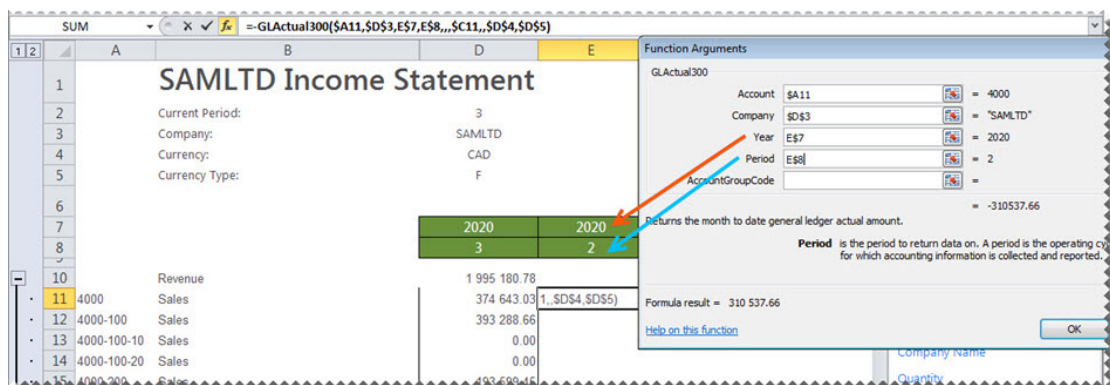
4. In the cell to the right of the current period cell, add an Excel formula to determine the correct period to report on. One way in which you can create this formula is to use the **IF** function. The **IF** statement checks whether a condition is met, and returns one value if True, and another if 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.

	2020	
Current Period:	3	2
Company:	SAMLTD	
Currency:	CAD	
Currency Type:	F	
Revenue	1 995 180.78	
Cost of Sales	887 656.57	
Gross Profit/(Loss)	1 107 524.21	

- In the cell to the right of the current year, 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.



- Expand any groupings you created previously. Copy the **Actual** formula you created previously across to the new column.
- Change the copied formula to reference the correct year and period.



- Drag the fill handle down or copy the amended formula to all the accounts required.

		2020	2020
		3	2
10	Revenue	1 995 180.78	
11	4000 Sales	374 643.03	310 537.66
12	4000-100 Sales	393 288.66	
13	4000-100-10 Sales	0.00	
14	4000-100-20 Sales	0.00	
15	4000-200 Sales	193 599.45	
16	4000-200-10 Sales	0.00	
17	4000-200-20 Sales	0.00	
18	4010 Sales, accessories	0.00	
19	4010-100 Sales, accessories	0.00	
20	4010-100-10 Sales, accessories	7 664.59	
21	4010-100-20 Sales, accessories	16 845.00	

- Copy any formulas or totals required from the first column.
- Select the new column and drag the fill handle across to copy the data for the other eleven months.

		2020	2020
		3	2
10	Revenue	1 995 180.78	1 889 808.25
40	Cost of Sales	887 656.57	867 064.25
66	Gross Profit(Loss)	1 107 524.21	1 022 744.00
68	Other Revenue	235 519.14	230 927.55
77	Total Income	1 343 043.35	1 253 671.55
79	Other Expenses	968 787.90	925 359.58
185	Other	-294.77	-0.01
193	Depreciation Expense	50 000.00	45 000.00
196	Fixed Charges	76 347.47	82 432.99

11. The year and period would have changed to cater for prior periods and years.

		2020	2020	2020	2019
		3	2	1	12
1	SAMLTD Income Statement				
2	Current Period:	3			
3	Company:	SAMLTD			
4	Currency:	CAD			
5	Currency Type:	F			
6					
7					
8					
10	Revenue	1 995 180.78	1 889 808.25	1 670 480.55	2 453 813.94
40	Cost of Sales	887 656.57	867 064.25	677 189.92	1 090 346.19
66	Gross Profit(Loss)	1 107 524.21	1 022 744.00	993 290.63	1 363 467.75
68	Other Revenue	235 519.14	230 927.55	200 806.55	251 008.19
77	Total Income	1 343 043.35	1 253 671.55	1 194 097.18	1 614 475.94
79	Other Expenses	968 787.90	925 359.58	968 273.21	1 263 264.76
185	Other	-294.77	-0.01	69.16	0.00
193	Depreciation Expense	50 000.00	45 000.00	40 000.00	40 000.00
196	Fixed Charges	76 347.47	82 432.99	88 144.33	87 081.88

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

Designing a Quarterly Balance Sheet

This is a demonstration on how to design a Quarterly Balance Sheet. 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.](#)

	A	B	D	E	F	G
1	SAMLTD Balance Sheet					
2	Current Year:		2020			
3	Current Period:		01			
4	Company:		SAMLTD			
5	Currency:		CAD			
6	Currency Type:		F			
7						
8					Opening Balance	Closing Balance
9						12
10						
11		Assets				
12						
13	+	Non Current Assets	300 462.37			1 651 628.37
14						
15						
16	+	Current Assets	11 931 701.45			16 711 658.08
17						
18						
19						
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57						
58		TOTAL ASSETS	12 232 163.82			18 363 286.45
59						
60		Shareholders Equity & Liabilities				
61						
62	+	Shareholders Equity	-1 232 265.39			-241 193.91
63						
64						
65	+	Non Current Liabilities	300 963.54			240 963.54
66						
67						
68						
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72						
73						
74						
75	+	Current Liabilities	13 163 465.67			18 363 516.82
76						
77						
78						
79						
80						
81	+					
82						
83						
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124						
125		TOTAL SHAREHOLDERS EQUITY & LIABILITIES	12 232 163.82			18 363 286.45

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

			Opening Balance	Closing Balance
1	SAMLTD Balance Sheet			
2	Current Year:	2020		
3	Current Period:	01		
4	Company:	SAMLTD		
5	Currency:	CAD		
6	Currency Type:	F		
8			Opening Balance	Closing Balance
9				12
11	Assets			
13	Non Current Assets	300 462.37		1 651 628.37
26	Current Assets	11 931 701.45		16 711 658.08
58	TOTAL ASSETS	12 232 163.82		18 363 286.45
60	Shareholders Equity & Liabilities			
62	Shareholders Equity	-1 232 265.39		-241 193.91
75	Non Current Liabilities	300 963.54		240 963.54
81	Current Liabilities	13 163 465.67		18 363 516.82
125	TOTAL SHAREHOLDERS EQUITY & LIABILITIES	12 232 163.82		18 363 286.45

- Change the period numbers to reflect the quarterly periods.

			Opening Balance	Closing Balance	Closing Balance	Closing Balance	Closing Balance
1	SAMLTD Balance Sheet						
2	Current Year:	2020					
3	Current Period:	01					
4	Company:	SAMLTD					
5	Currency:	CAD					
6	Currency Type:	F					
8			Opening Balance	Closing Balance	Closing Balance	Closing Balance	Closing Balance
9				3	6	9	12
11	Assets						
13	Non Current Assets	300 462.37		1 651 628.37	1 651 628.37	1 651 628.37	1 651 628.37
26	Current Assets	11 931 701.45		16 711 658.08	16 711 658.08	16 711 658.08	16 711 658.08
58	TOTAL ASSETS	12 232 163.82		18 363 286.45	18 363 286.45	18 363 286.45	18 363 286.45
60	Shareholders Equity & Liabilities						
62	Shareholders Equity	-1 232 265.39		-241 193.91	-241 193.91	-241 193.91	-241 193.91
75	Non Current Liabilities	300 963.54		240 963.54	240 963.54	240 963.54	240 963.54
81	Current Liabilities	13 163 465.67		18 363 516.82	18 363 516.82	18 363 516.82	18 363 516.82
125	TOTAL SHAREHOLDERS EQUITY & LIABILITIES	12 232 163.82		18 363 286.45	18 363 286.45	18 363 286.45	18 363 286.45

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

		Opening Balance	Closing Balance 3	Closing Balance 6	Closing Balance 9	Closi.
1	SAMLTD Balance Sheet					
2	Current Year:	2020				
3	Current Period:	01				
4	Company:	SAMLTD				
5	Currency:	CAD				
6	Currency Type:	F				
7						
8						
9						
10						
11	Assets					
12						
13	Non Current Assets	300 462.37	1 165 462.37	1 650 568.37	1 651 628.37	
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26	Current Assets	11 931 701.45	14 169 239.04	16 732 692.52	16 711 658.08	
27						
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52						
53						
54						
55						
56						
57						
58	TOTAL ASSETS	12 232 163.82	15 334 701.41	18 383 260.89	18 363 286.45	
59						
60	Shareholders Equity & Liabilities					
61						
62	Shareholders Equity	-1 232 265.39	-733 073.17	-225 796.62	-241 193.91	
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
74						
75	Non Current Liabilities	300 963.54	264 963.54	240 963.54	240 963.54	
76						
77						
78						
79						
80						
81	Current Liabilities	13 163 465.67	15 802 811.04	18 368 093.97	18 363 516.82	
82						
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121						
122						
123						
124						
125	TOTAL SHAREHOLDERS EQUITY & LIABILITIES	12 232 163.82	15 334 701.41	18 383 260.89	18 363 286.45	

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

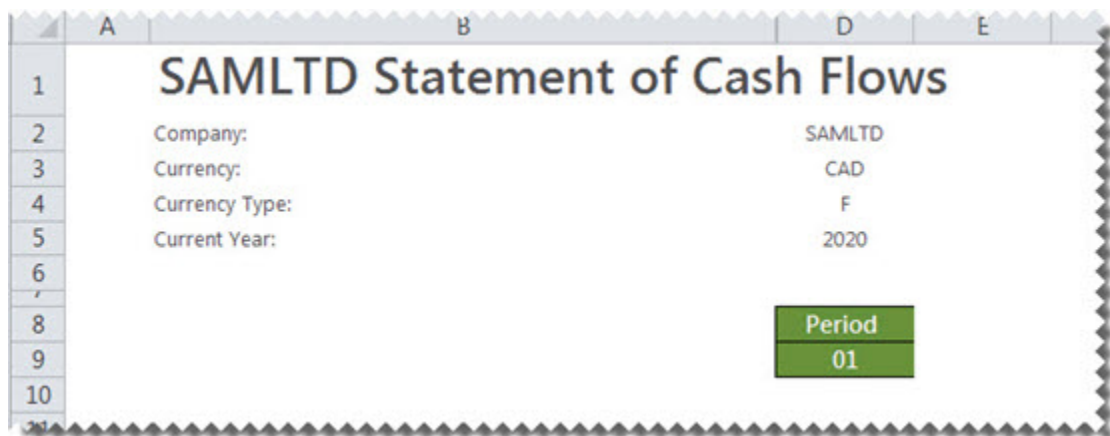
Designing a Cash Flow Report

This is a demonstration on designing a Cash Flow Report. 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.

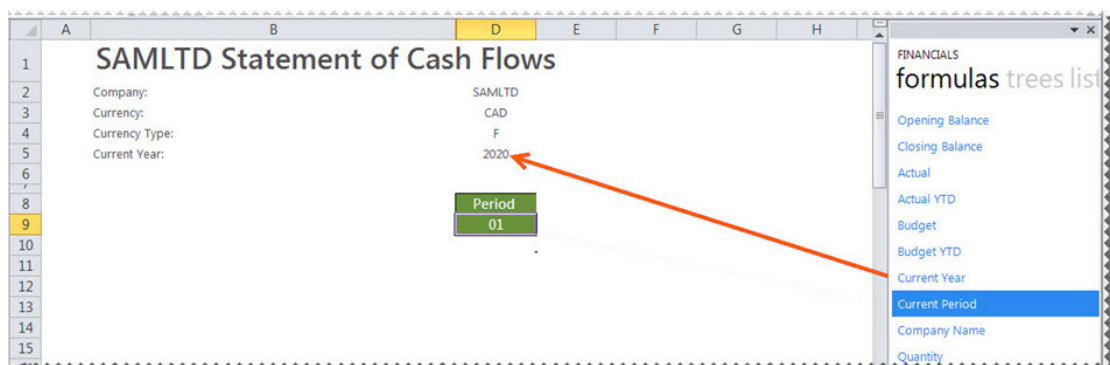
1. In Microsoft Excel, set up your spreadsheet with a heading and the filters you would like to use.

Tip: 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.

2. Add a heading for the period column.

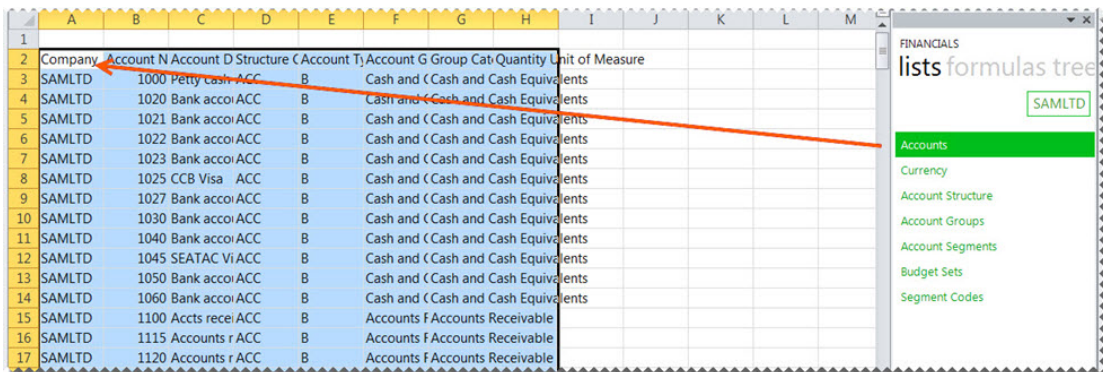


3. Drag the formula for **Current Year** into the correct cell.

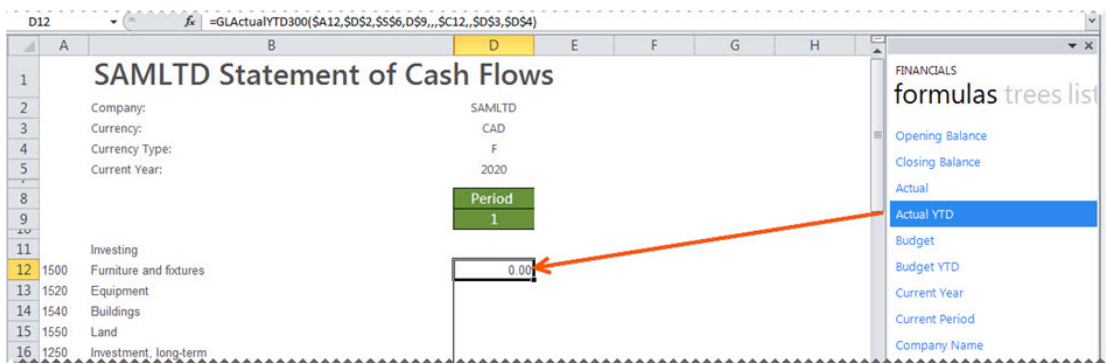


4. Create headings for your cash flow report.

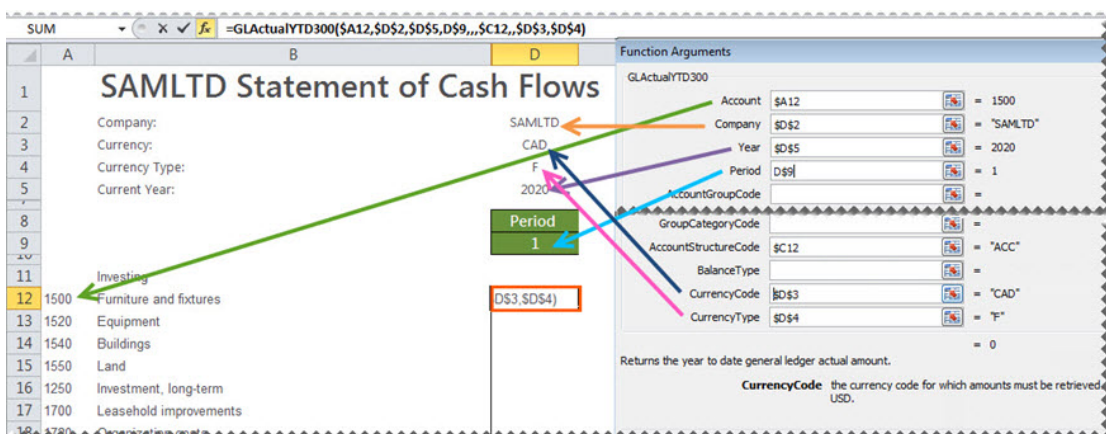
- On a new worksheet, drag and drop the **Accounts** list. You will use this list to help create your report.



- Delete all of the columns except the **Account Number**, and **Account Description** columns.
- Copy the rows you require and insert the copied cells under the correct headings in the Cash Flow worksheet. (Right-click, **Insert Copied Cells**).
- Drag and Drop the **Actual YTD** formula onto your spreadsheet in the same row as your first account.



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



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

Tip: Some data may be stored as a [negative number](#) which causes your reports to reflect data incorrectly. Add a - (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

10. Add any totals, grouping and formatting you require using Excel features and set your print area.
11. Select the **Period** column and drag the fill handle across to fill an additional column.
12. Repeat for as many periods as you require for the fiscal year.

		Period	Period	Period	Period	Period	Period
		1	2	3	4	5	6
	Investing	12 000.00	524 000.00	1 036 000.00	1 348 000.00	1 660 000.00	1 660 106.00
1500	Furniture and fixtures	0.00	0.00	0.00	300 000.00	600 000.00	600 000.00
1520	Equipment	0.00	500 000.00	1 000 000.00	1 000 000.00	1 000 000.00	1 001 166.00
1540	Buildings	0.00	0.00	0.00	0.00	0.00	0.00
1550	Land	0.00	0.00	0.00	0.00	0.00	0.00
1250	Investment, long-term	0.00	0.00	0.00	0.00	0.00	0.00
1700	Leasehold improvements	0.00	0.00	0.00	0.00	0.00	0.00
1720	Organization costs	0.00	0.00	0.00	0.00	0.00	0.00
2700	Long term debt proceeds	0.00	0.00	0.00	0.00	0.00	0.00
2710	Long term debt payments	12 000.00	24 000.00	36 000.00	48 000.00	60 000.00	60 000.00
2800	Shareholders' loans	0.00	0.00	0.00	0.00	0.00	0.00
2900	Deferred income taxes	0.00	0.00	0.00	0.00	0.00	0.00


13. Run Save Excel Template in your Report Manager to save your report for future use. Refer to the help file in your Sage Intelligence Report Manager for more information on how to create and link templates: Home > Report Manager > Working with Reports > Saving a Report Layout

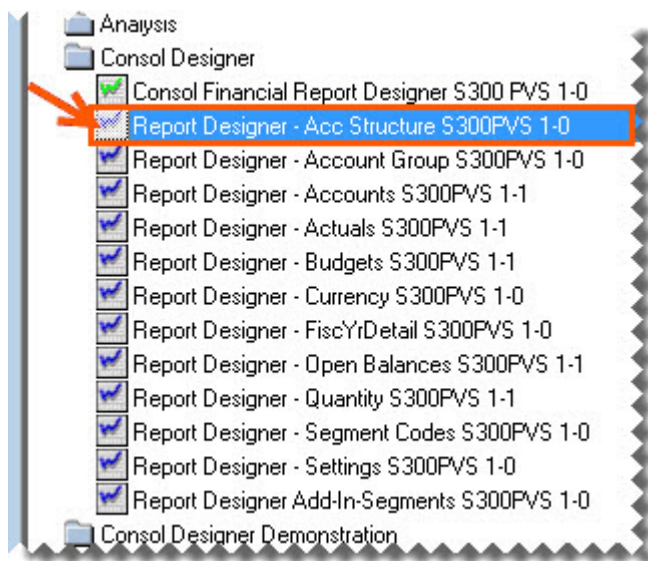
Consolidating Multiple Companies Data

Preparing to Design Consolidated Report Layouts

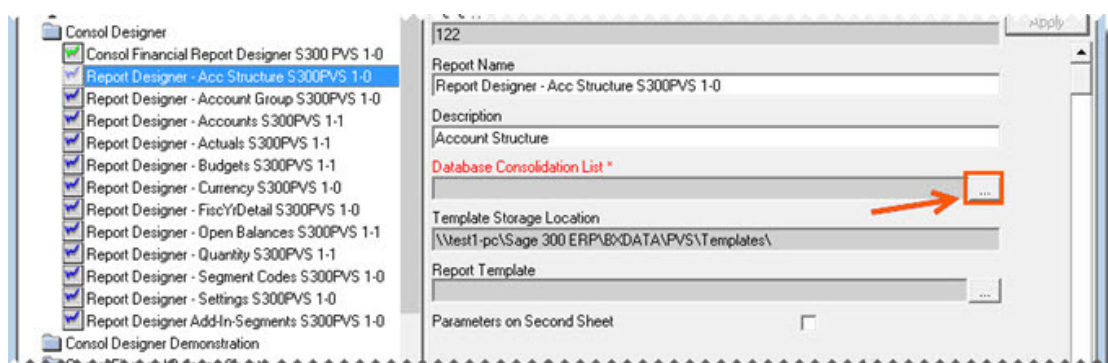
In order to use the Task Pane for multiple company consolidations, you will need to ensure the database consolidation list is correctly set up in the reports.

1. In the Report Manager, open the **Consol Designer** folder.

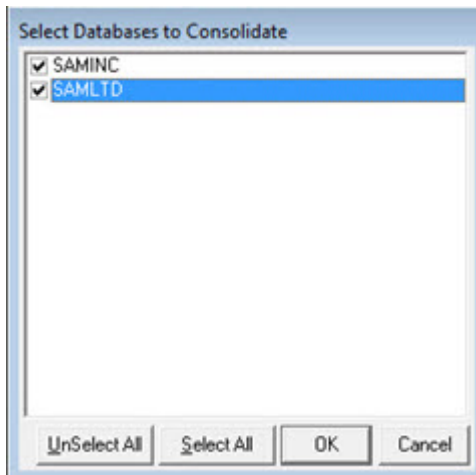
2. Select the first union report. Union Reports are depicted by a blue icon. 



3. Select the **Database Consolidation List** button to browse for the available databases to consolidate.



4. Select the company databases you would like to consolidate from the list.



Note: The company list is populated by each company that Sage Accounting has previously been logged into.

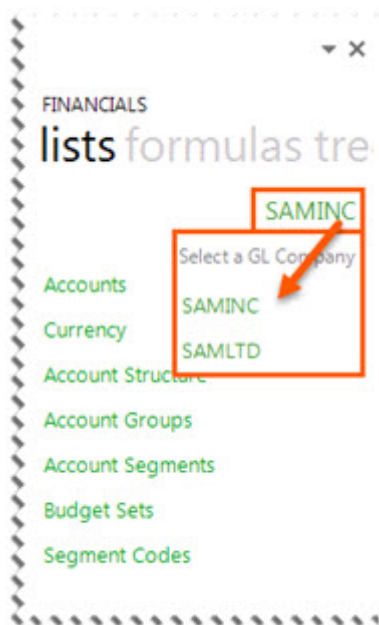
5. Select **OK**.
6. Repeat the process for all union reports in the **Consolidation** folder. After running the **Consol Financial Report Designer** report, you will now be able to [combine information from multiple companies](#).

Designing Consolidated Report Layouts

Consolidating company data, even running on different fiscal periods and/or years, can be done using the method below:

To design consolidated report layouts, you will need to run a report that is [using a consolidated connection](#).

1. Design your financial report layout in the usual manner, creating a column for each of the companies you would like to consolidate, and placing any company specific information in the column heading, for example, **Company Name**, **Fiscal Year** and **Period**.
2. Add formulas, in the usual manner for each company, ensuring the correct company is selected in the lists tab of the Task Pane.



- Ensure each formula refers to the correct column **Company Name, Fiscal Year and Period.**

Income Statement

Currency: CAD
Currency Type: F

	Company A	Company B	Company A and B
	2020	2020	2020
	1	3	March
Revenue	1 995 300.78	2 394 216.94	4 389 397.72
4000 Sales	374 643.63	449 571.64	824 214.67

Function Arguments

GLActual

CompanyName SFS7 = "Company B"

MasterSubAccount =

FiscalYear SFS8 = 2020

FiscalPeriod SFS9 = 3

Type =

Returns the month to date general ledger actual amount.

MasterSubAccount the account code from the accounts or account classes list retrieved from the general ledger.

4. Create a third column and using Microsoft Excel functionality, add the first two columns together.

The screenshot shows an Excel spreadsheet titled "Income Statement". The formula bar at the top displays `=SUM(D12:F12)`. The spreadsheet has columns A through H. Column A contains line items, column B contains descriptions, column D contains Company A data, column E contains Company B data, and column H contains the combined data for Company A and B. The cell H12 is highlighted with a red box and contains the value 824,214.67.

		Company A	Company B	Company A and B
		2020	2020	2020
		1	3	March
11	Revenue	1 995 180.78	2 394 216.94	4 389 397.72
12	4000 Sales	374 643.03	449 571.64	824 214.67
13	4000-100 Sales	393 288.66	471 946.39	865 235.05
14	4000-100-10 Sales	0.00	0.00	0.00
15	4000-100-20 Sales	0.00	0.00	0.00
16	4000-200 Sales	193 599.45	232 319.34	425 918.79
17	4000-200-10 Sales	0.00	0.00	0.00
18	4000-200-20 Sales	0.00	0.00	0.00
19	4010 Sales, accessories	0.00	0.00	0.00
20	4010-100 Sales, accessories	0.00	0.00	0.00
21	4010-100-10 Sales, accessories	7 664.59	9 197.51	16 862.10
22	4010-100-20 Sales, accessories	16 845.00	20 214.00	37 059.00
23	4010-100-30 Sales, accessories	1 978.78	2 374.54	4 353.32
24	4010-100-40 Sales, accessories	2 355.75	2 826.90	5 182.65
25	4010-200 Sales, accessories	0.00	8.00	0.00

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

The screenshot shows the same Excel spreadsheet as above, but with the first two columns (A and B) collapsed. The 'Group' button in the Data Tools ribbon is highlighted with a red arrow. The spreadsheet now only shows columns D, E, F, G, and H. The data for Company A, Company B, and Company A and B is still visible, but the line items and descriptions are hidden.

		Company A	Company B	Company A and B
		2020	2020	2020
		1	3	March
11	Revenue	1 995 180.78	2 394 216.94	4 389 397.72
12	4000 Sales	374 643.03	449 571.64	824 214.67
13	4000-100 Sales	393 288.66	471 946.39	865 235.05
14	4000-100-10 Sales	0.00	0.00	0.00
15	4000-100-20 Sales	0.00	0.00	0.00
16	4000-200 Sales	193 599.45	232 319.34	425 918.79
17	4000-200-10 Sales	0.00	0.00	0.00
18	4000-200-20 Sales	0.00	0.00	0.00

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

	A	B	G	H
1	Income Statement			
4	Currency:	CAD		
5	Currency Type:	F		
7				Company A and B
8				2020
9				March
11	Revenue			4 389 397.72
12	4000 Sales			824 214.67
13	4000-100 Sales			865 235.05
14	4000-100-10 Sales			0.00
15	4000-100-20 Sales			0.00
16	4000-200 Sales			425 918.79
17	4000-200-10 Sales			0.00

Another way to design consolidated report layouts when the same chart of accounts is used, is to use the Reporting Trees in the Task Pane.

Designing Consolidated Report Layouts

After running a report that uses the Report Designer, do the following:

1. Design your financial report titles in the usual manner, but creating a column for each of the companies you would like to consolidate, and placing any company specific information in the column heading, for example, Company code, Site Code, Year and Period.

Company	Company
205	210
Site Code	Site Code
1001	1024
2013	2013
Actual Period	Actual Period
3	1

2. Drag and drop the relevant list from the lists tab. You can then use this list to help create your report rows.

	A	B	C	D
1		Income Statement		
2		Global Enterprise		
4		COA		SAM
5		LedgerType		1
6		SourceCurrency		ZAR
7				
8				
9				
10				
11				
12				
13		6		Sales
14				
15		7		Cost of Sales
16				
17				Gross Profit
18				
19		8		Expenses
20				
21				Net Profit
22				
23				Other Expenses
24		(812100+812150+		Other Expenses
25		8130??		Taxation
26				
27				Net Profit
28				

3. [Create formulas](#) in the usual manner for each company column changing the function arguments to point to the relevant company code, year and period.

The screenshot shows the 'Function Arguments' dialog box for the `GLActualX3` function. The arguments are as follows:

- ChartOfAccounts: SD\$4
- LedgerType: SD\$5
- Account: SB\$15
- Company: SE\$8
- SiteCode: SE\$10
- Year: BE\$11
- Period: BE\$13
- AccountClassCode: (empty)
- AccountGroupCode: (empty)
- BalanceType: (empty)
- BalanceSource: Ledger
- SourceCurrency: SD\$6

The dialog box also includes a description: "Returns the month to date general ledger actual amount." and a note: "AccountClassCode an account class retrieved from the general ledger."

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

Tip: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a - (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

4. Add totals and formatting using Excel features.

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

	Company	Company	Company	
	205	210	210, 205	
	Site Code	Site Code	Site Code	
	1001	1024	1024,1001	
	2013	2013		
	Actual Period	Actual Period		
	3	1		
6	Sales	529072.5	698714	1227786.5
7	Cost of Sales	173310	259742	
	Gross Profit	355762.5	438972	
8	Expenses	154386.9	169251	
	Net Profit	201375.6	269721	

6. Copy the formula down to all relevant rows.
7. Using Microsoft Excel functionality, group the first two columns so that they are only visible when required.

	Company	Company	Company	
	205	210	210, 205	
	Site Code	Site Code	Site Code	
	1001	1024	1024,1001	
	2013	2013		
	Actual Period	Actual Period		
	3	1		
6	Sales	529072.5	698714	1227786.5
7	Cost of Sales	173310	259742	433052
	Gross Profit	355762.5	438972	794734.5

8. Click the - sign.

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



The screenshot displays an Excel spreadsheet with the following content:

	A	B	C	D	G	H
1	Income Statement					
2	Global Enterprise					
4		COA		SAM		
5		LedgerType		1		
6		SourceCurrency		ZAR		
7					Company	
8					210,205	
9					Site Code	
10					1024,1001	
15		6	Sales		1227786.5	
16						
17		7	Cost of Sales		433052	
18						
19			Gross Profit		794734.5	
20						
21		8	Expenses		323637.9	
22						
23			Net Profit		471096.6	
24						
25			Other Expenses			
26		(812100+812150+	Other Expenses		5236	
27		8130??	Taxation			
28						
29			Net Profit		471096.6	

Designing a Consolidated Report Layout with a Different Chart of Accounts

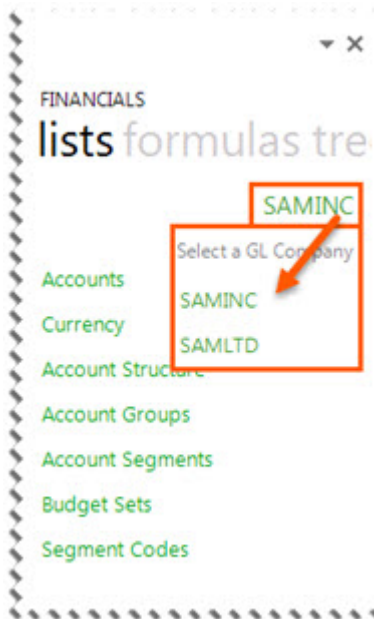
Consolidating company data, using different chart of accounts and/or fiscal periods and/or years, can be done using the method below:

To design consolidated report layouts, you will need to run a report that is [using a consolidated connection](#).

1. Design your financial report layout in the usual manner, creating a column for each of the companies you would like to consolidate, and placing any company specific information in the column heading, for example, **Company Name, Fiscal Year and Period**.
2. Add a column for each companies account details.

	Company A		Company B	
	Accounts	2015	Accounts	2015
		3		2
Sales	10?		10?	
Cost of Sales	2000000 TO 2400050		2000000 TO 2150000	
GROSS PROFIT				
Other Income	1200000 TO 2900000		2700000 TO 2900000	
TOTAL INCOME				
Expenses	3000000 TO 4700000		3000000 TO 4650000	
NET PROFIT / (LOSS) BEFORE TAX				

3. Add formulas, in the usual manner for each company, ensuring the correct company is selected in the lists tab of the Task Pane.



4. Ensure each formula refers to the correct Company details including Company Name, Account, Year and Period.

	Company A	Company B
	Accounts	Accounts
	2	3
	2013	2013
Revenue	1000>00?	
Cost of Sales	2000>00?	
Gross Profit/(Loss)		
Other Income	2700 TO 2990	
Total Income		
Other Expense	3???	
Net Profit/(Loss) Before Interest & Tax		

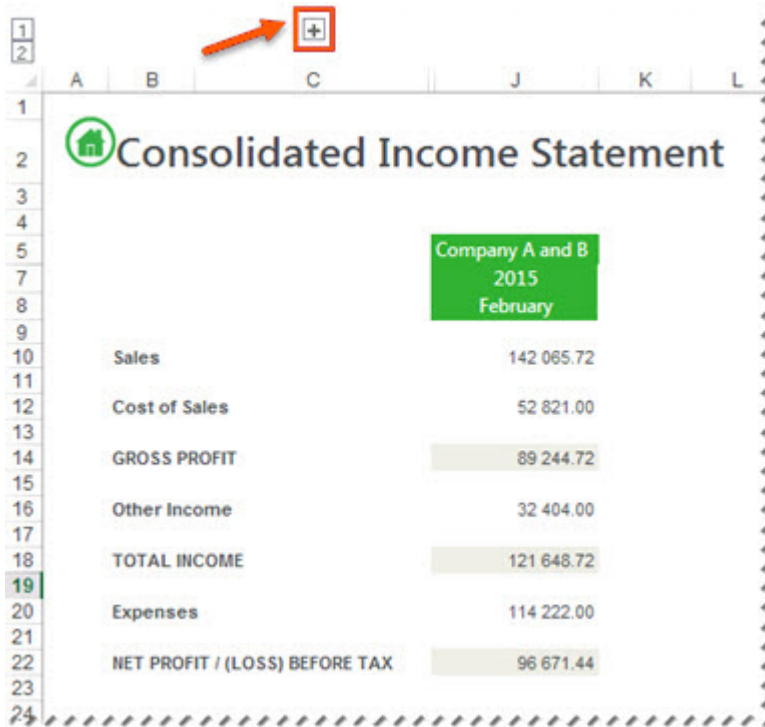
5. Create a third column and using Microsoft Excel functionality, add the first two columns together.

	Company A		Company B		Company A and B
	Accounts	2015 3	Accounts	2015 2	2015 February
Sales	10?	17 476.72	10?	124 589.00	142 065.72
Cost of Sales	2000000 TO 2400050	(12 800.00)	2000000 TO 2150000	65 621.00	52 821.00
GROSS PROFIT		30 276.72		58 968.00	89 244.72
Other Income	1200000 TO 2900000	(12 810.00)	2700000 TO 2900000	45 214.00	32 404.00
TOTAL INCOME		17 466.72		104 182.00	121 648.72
Expenses	3000000 TO 4700000	(10.00)	3000000 TO 4650000	114 232.00	114 222.00
NET PROFIT / (LOSS) BEFORE TAX		47 753.44		48 918.00	96 671.44

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

	Company A		Company B		Company A and B
	Accounts	2015 3	Accounts	2015 2	2015 February
Sales	10?	17 476.72	10?	124 589.00	142 065.72
Cost of Sales	2000000 TO 2400050	(12 800.00)	2000000 TO 2150000	65 621.00	52 821.00
GROSS PROFIT		30 276.72		58 968.00	89 244.72
Other Income	1200000 TO 2900000	(12 810.00)	2700000 TO 2900000	45 214.00	32 404.00
TOTAL INCOME		17 466.72		104 182.00	121 648.72
Expenses	3000000 TO 4700000	(10.00)	3000000 TO 4650000	114 232.00	114 222.00
NET PROFIT / (LOSS) BEFORE TAX		47 753.44		48 918.00	96 671.44

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



The screenshot shows a spreadsheet with a 'Consolidated Income Statement' table. The table is located in columns A through L and rows 1 through 24. The title 'Consolidated Income Statement' is in cell A2. The data is organized into a table with the following structure:

		Company A and B 2015 February	
Sales			142 065.72
Cost of Sales			52 821.00
GROSS PROFIT			89 244.72
Other Income			32 404.00
TOTAL INCOME			121 648.72
Expenses			114 222.00
NET PROFIT / (LOSS) BEFORE TAX			96 671.44

An orange arrow points to a '+' sign in cell C2, which is highlighted with a red box. This sign is used to expand the columns for more detailed data.

Dynamic Account Ranges

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 [create a template](#) and [set up the dynamic ranges](#), and then [refresh](#) to automatically populate all of the latest general ledger accounts.

Dynamic Range (B11:I11)

Dynamic Range (B14:I14)

Dynamic Range (B19:I19)

SOA Income Statement

Company SOA
Year 2007
Curr Code USD

	Period 1	Period 2	Period 3	Total
	Actual	Actual	Actual	Quarter 1
	Actual	Actual	Actual	Actual
29 Net Sales	18264548.59	17742240	27427664	63434453
Account is required	18264548.59	17742240	27427664	63434453
30 Cost of Goods Sold	896324.34	-233199	546111.1	1209236
Account is required	896324.34	-233199	546111.1	1209236
Gross Profit	17368224.25	17975439	26881553	62225216
34 Operating Expense	86125.35	104247.7	122069.3	312442.3
Account is required	86125.35	104247.7	122069.3	312442.3

Dynamic Range (B11:I34)

Dynamic Range (B37:I54)

Dynamic Range (B59:I90)

Dynamic Range (B93:I100)

SOA Income Statement

Company SOA
Year 2007
Curr Code USD

	Period 1	Period 2	Period 3	Total
	Actual	Actual	Actual	Quarter 1
	Actual	Actual	Actual	Actual
29 Net Sales	18264548.59	17742240	27427664	63434453
4000-00-00- Sales	158049.1	26827	24561	209437.1
4000-00-00- Sales-NE	43294	0	22169.37	65463.37
4000-00-00- Sales-SW	0	168895.1	246577.2	415472.3
4100-10-00- Revenue Hardware	17489834.5	17121304	26704682	61315820
4100-10-00- Revenue - Hardware	286479	148705	156250	591434
4100-10-00- Revenue - Hardware	25600	8900	15250	49750
4100-10-00- Revenue - Hardware	19450	7300	13000	39750
4100-10-00- Revenue - Hardware	106850	172050	150900	429800
4100-20-00- Revenue - Software	15400	6122	1400	22922

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

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- [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.

Learn More:

[Dynamic Range](#) formula syntax

[Refreshing Dynamic Account Ranges](#)

[Troubleshooting Dynamic Ranges](#)

Creating a Template for your Report that Uses 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 GL accounts listed on separate rows in your layout.

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

Before setting up dynamic account ranges you must create the report layout (template) in Microsoft Excel of what you'd like your report to look like. The following is an example of an income statement for the first quarter of the financial year.

1. Starting in cell **B1**, set-up your spreadsheet with a heading and the filters you'd like to use.

	A	B	C	D	E	F
1		SAMINC Income Statement				
2						
3		Company	SAMINC			
4		Year	2019			
5		Currency	USD			

2. Starting in cell **F6:F8**, create column headings for the data you'd like to report on.

	A	B	C	D	E	F	G	H	I	J	K
1		SAMINC Income Statement									
2											
3		Company	SAMINC								
4		Year	2019								
5		Currency	USD								
6						Period	Period	Period	Period		Total
7						1	2	3	4		Quarter 1
8						Actual	Actual	Actual	Actual		Actual

3. Drag and drop the **Groups** from the **Lists** group into cell **B9**. You will use this list to help create your report.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		SAMINC Income Statement											
2													
3		Company	SAMINC										
4		Year	2019										
5		Currency	USD										
6						Period	Period	Period	Period		Total		
7						1	2	3	4		Quarter 1		
8						Actual	Actual	Actual	Actual		Actual		
9	Company	Account Group	Account Group	Sort Code	Group	Category	Group	Category	Description				
10	SAMINC	01	Cash and Cash Equivalents	01	20	Cash and Cash Equivalents							
11	SAMINC	02	Accounts Receivable	02	30	Accounts Receivable							
12	SAMINC	03	Inventory	03	30	Inventory							
13	SAMINC	04	Other Current Assets	04	40	Other Current Assets							
14	SAMINC	05	Fixed Assets	05	50	Fixed Assets							
15	SAMINC	06	Accumulated Depreciation	06	60	Accumulated Depreciation							
16	SAMINC	07	Other Assets	07	70	Other Assets							

4. Clear the headings and the balance sheet rows not required for this report.

- Format the account type rows as headings, leaving an extra row where the list of accounts will later be populated.

	A	B	C	D	E	F	G	H	I	J	K
1		SAMINC Income Statement									
2											
3		Company	SAMINC								
4		Year	2019								
5		Currency	USD								
6						Period	Period	Period	Period		Total
7						1	2	3	4		Quarter 1
8						Actual	Actual	Actual	Actual		Actual
9											
10		15	Revenue								
11											
12											
13		19	Cost of Sales								

- Create Subtotal rows if required.

	A	B	C	D	E	F	G	H	I	J	K
1		SAMINC Income Statement									
2											
3		Company	SAMINC								
4		Year	2019								
5		Currency	USD								
6						Period	Period	Period	Period		Total
7						1	2	3	4		Quarter 1
8						Actual	Actual	Actual	Actual		Actual
9											
10		15	Revenue								
11											
12											
13		19	Cost of Sales								
14											
15											
16			Gross Profit								
17											
18		20	Other Revenue								
19											
20											
21		22	Other Expenses								
22											
23											
24			Net Profit								
25											

7. Use the Microsoft Excel =Sum function in the subtotal rows.

	A	B	C	D	E	F	G	H
1		SAMINC Income Statement						
2								
3		Company	SAMINC					
4		Year	2019					
5		Currency	USD					
6						Period	Period	Period
7						1	2	3
8						Actual	Actual	Actual
9								
10		15	Revenue					
11								
12								
13		19	Cost of Sales					
14								
15								
16			Gross Profit			=SUM(F10-F13)		

8. Copy the formulas to all of the rows and columns which need subtotaling.

	A	B	C	D	E	F	G	H	I	J	K
1		SAMINC Income Statement									
2											
3		Company	SAMINC								
4		Year	2019								
5		Currency	USD								
6						Period	Period	Period	Period		Total
7						1	2	3	4		Quarter 1
8						Actual	Actual	Actual	Actual		Actual
9											
10		15	Revenue								=SUM(F10:I10)

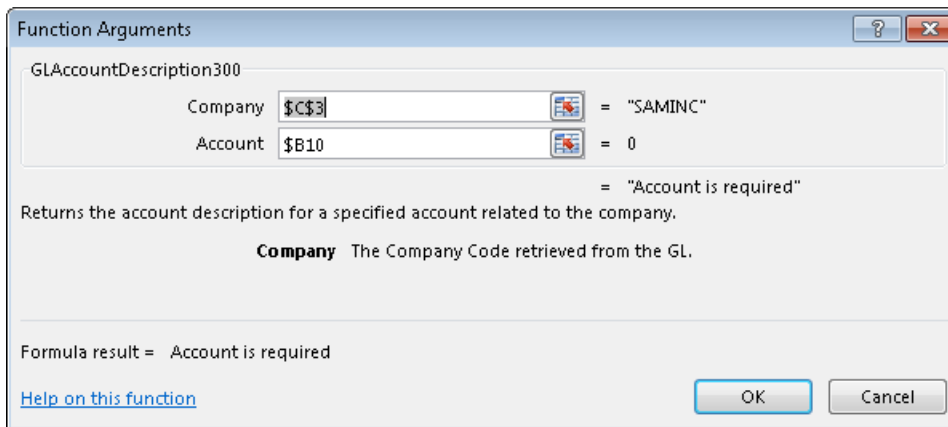
9. When adding subtotals to, what will be, all of the account rows beneath it, ensure that you use ranges so that when the rows are populated, the subtotals include all of the rows.

	A	B	C	D	E	F	G	H	I
1		SAMINC Income Statement							
2									
3		Company	SAMINC						
4		Year	2019						
5		Currency	USD						
6						Period	Period	Period	Period
7						1	2	3	4
8						Actual	Actual	Actual	Actual
9									
10		15	Revenue			0	0	0	0

10. Now we're going to add the template row where our accounts are going to be listed. We need to add this row so Sage Intelligence Reporting knows what details we want to see for each account. Click cell **C10** and add the **Account Description** formula.

Tip: The **Account Description** formula is a new formula found under **Formulas** in the Task Pane.

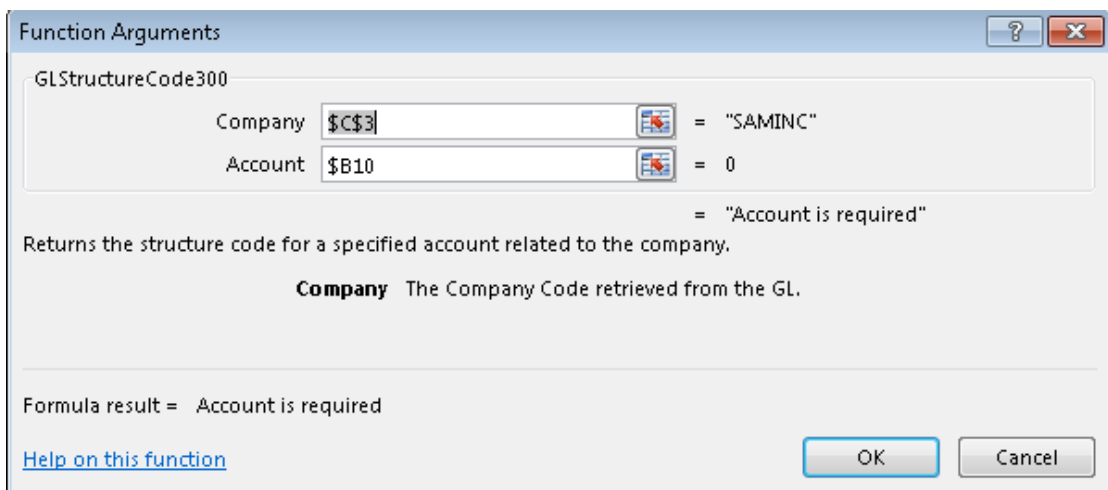
11. Edit the formula to connect to the correct formula arguments. Cell **B10** is where our account number will be listed.



12. In cell **D10** add the **Structure Code** formula.

Tip: The **Structure Code** formula is a new formula found under **Formulas** in the Task Pane.

13. Edit the formula to connect to the correct formula arguments. Cell **B10** is where our account number will be listed



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

14. Copy the formula to the other rows requiring the same change. Don't worry about the **Account is required** error. This will be resolved when the account rows are populated.

SAMINC Income Statement			
Company	SAMINC		
Year	2019		
Currency	USD		
15	Revenue		
	Account is required	Account is required	
19	Cost of Sales		
	Account is required	Account is required	
	Gross Profit		
20	Other Revenue		
	Account is required	Account is required	
22	Other Expenses		
	Account is required	Account is required	

15. Drag and Drop the **Actual** formula onto your spreadsheet in the first row under the first period.

The screenshot shows a spreadsheet with columns labeled D, E, F, G, H, I, J. The spreadsheet contains a table with the following structure:

	Period 1	Period 2	Period 3	Period 4	Total Quarter 1
	Actual	Actual	Actual	Actual	Actual
	0,00	0,00	0,00	0,00	0,00
	0,00				0,00
	0,00	0,00	0,00	0,00	0,00
					0,00
	-	-	-	-	-

On the right side, a dropdown menu titled "FINANCIALS" is open, showing a list of formulas. The "Actual" formula is highlighted in blue. An orange arrow points from the "Actual" formula to the first cell under "Period 1" in the spreadsheet.

- Change the **Actual** formula to link to the correct Account, Year, Period, Company and Account Type. You can do this by clicking the fx button and making the changes.

The screenshot shows an Excel spreadsheet titled "SAMINC Income Statement" with columns for Company, Year, Currency, Period, and Actual. The "Function Arguments" dialog box for the GLActual300 function is open, showing the following values:

- Account: \$B11
- Company: \$C3
- Year: \$C4
- Period: \$F7
- AccountGroupCode: \$B518
- AccountStructureCode: \$D11
- BalanceType:
- CurrencyCode: \$C5
- CurrencyType:
- ReportTreeUnit:

Arrows indicate the mapping of values from the spreadsheet to the dialog box fields.

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

Tip: Some data may be stored as a negative number which causes your reports to reflect data incorrectly. Add a - (minus) to the beginning of the formula name to correct this. Drag the fill handle down to copy the formula to other rows requiring the same change.

- Copy the formula to other cells requiring the same formula.
- Now that you have set up your template row, your report template is ready for you to set up your dynamic account ranges. 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.

Learn More:

- [Setting up Dynamic Account Ranges using the Set up Option](#)
- [Dynamic Range](#) formula syntax
- [Refreshing Dynamic Account Ranges](#)
- [Troubleshooting Dynamic Ranges](#)

Editing an Existing Report Template to use Dynamic Ranges

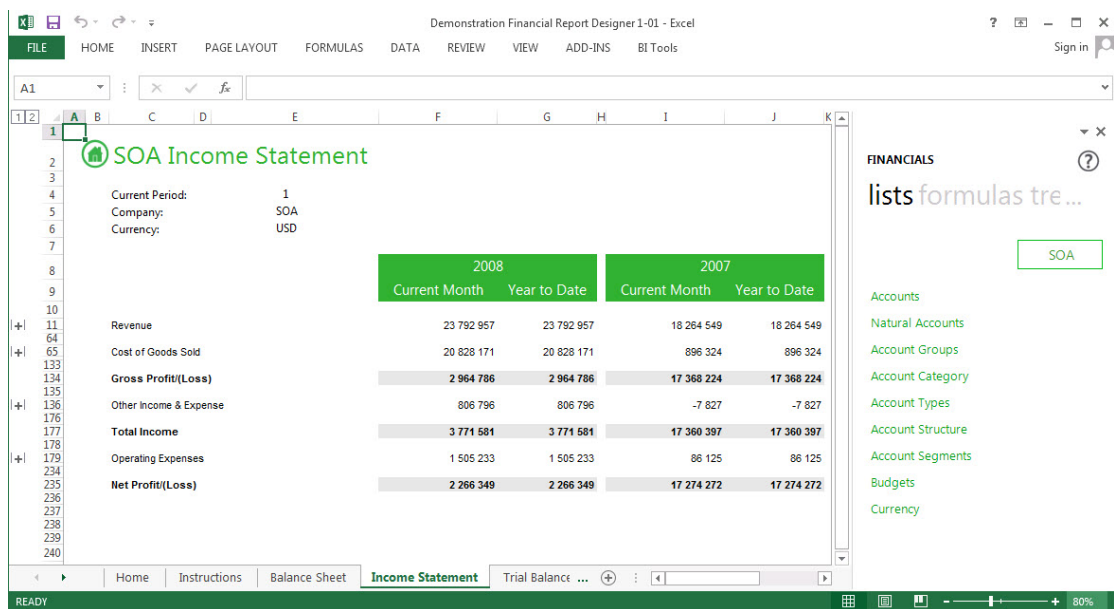
If you've previously created a layout, there are some changes you'll need to make before you can set up dynamic ranges.

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.



	2008		2007	
	Current Month	Year to Date	Current Month	Year to Date
Revenue	23 792 957	23 792 957	18 264 549	18 264 549
Cost of Goods Sold	20 828 171	20 828 171	896 324	896 324
Gross Profit(Loss)	2 964 786	2 964 786	17 368 224	17 368 224
Other Income & Expense	806 796	806 796	-7 827	-7 827
Total Income	3 771 581	3 771 581	17 360 397	17 360 397
Operating Expenses	1 505 233	1 505 233	86 125	86 125
Net Profit(Loss)	2 266 349	2 266 349	17 274 272	17 274 272

3. Expand the Revenue heading and delete all the rows except the first one.
4. Repeat for the **Cost of Goods Sold**, **Other Income and Expense** and **Operating Expenses** headings.

		2008		2007		Variance
		Current Month	Year to Date	Current Month	Year to Date	Current Month
Revenue		56 602	56 602	158 049	158 049	-101 447
4000-00-00-00	Sales	56 602	56 602	158 049	158 049	-101 447
Cost of Goods Sold		109 304	109 304	99 421	99 421	9 883
4500-00-00-00	COGS	109 304	109 304	99 421	99 421	9 883
Gross Profit(Loss)		-52 702	-52 702	58 628	58 628	-111 330
Other Income & Expense		0	0	0	0	0
7830-00-00-00	Prof Svcs-Corp-Corp-Corp	0	0	0	0	0
Total Income		-52 702	-52 702	58 628	58 628	-111 330
Operating Expenses		0	0	0	0	0
4660-00-00-00	Transfer Exp-Corp-Corp-Corp	0	0	0	0	0
Net Profit(Loss)		-52 702	-52 702	58 628	58 628	-111 330

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.

10		
11	Revenue	
12	4000-00-00-00	Sales
13		
14	Cost of Goods Sold	
15	4500-00-00-00	COGS
16		
17	Gross Profit/(Loss)	
18		
19	Other Income & Expense	
20	7830-00-00-00	Prof Svcs-Corp-Corp-Corp
21		
22	Total Income	
23		
24	Operating Expenses	
25	4660-00-00-00	Transfer Exp-Corp-Corp-Corp
26		
27	Net Profit/(Loss)	
28		

8. Create a new worksheet.

9. Drag the **Account Types** list onto your sheet. You'll use these account types in your layout.

10. Add the relevant account types to the headings.

10			
11	29	Revenue	
12		4000-00-00-00	Sales
13			
14	30	Cost of Goods Sold	
15		4500-00-00-00	COGS
16			
17		Gross Profit/(Loss)	
18			
19	31	Other Income & Expense	
20		7830-00-00-00	Prof Svcs-Corp-Corp-Corp
21			
22		Total Income	
23			
24	34	Operating Expenses	
25		4660-00-00-00	Transfer Exp-Corp-Corp-Corp
26			
27		Net Profit/(Loss)	
28			
29			

11. Edit the formulas to also refer to the correct account type code.

The screenshot shows an Excel spreadsheet with an income statement for SOA. The current period is 1, company is SOA, and currency is USD. The current month is 2008. The income statement shows Revenue of 56,602, Cost of Goods Sold of 109,304, and Total Income of -52,702. A 'Function Arguments' dialog box for the GLActual500 function is open, showing the following arguments: Type, AccountCategoryCode, AccountGroupCode, AccountTypeCode (set to '\$B\$11'), and BalanceType (set to '29'). The formula result is 56,602. An orange arrow points from the dialog box to the formula cell in the spreadsheet.

12. Ensure all of the formulas in the sheet have been edited to include the account type code.

The screenshot shows an Excel spreadsheet with a multi-year income statement for SOA. The current period is 1, company is SOA, and currency is USD. The current month is 2008. The income statement shows Revenue of 56,602, Cost of Goods Sold of 109,304, and Total Income of -52,702. A 'Function Arguments' dialog box for the GLActual500 function is open, showing the following arguments: Type, AccountCategoryCode, AccountGroupCode, AccountTypeCode (set to '\$B\$11'), and BalanceType (set to '29'). The formula result is 56,602. An orange arrow points from the dialog box to the formula cell in the spreadsheet.

13. Save your worksheet.

14. Now you're ready to [set up](#) dynamic account ranges in the usual manner.

The screenshot shows an Excel spreadsheet with a multi-year income statement for SOA. The current period is 1, company is SOA, and currency is USD. The current month is 2008. The income statement shows Revenue of 56,602, Cost of Goods Sold of 109,304, and Total Income of -52,702. A 'Function Arguments' dialog box for the GLDynamicRange500 function is open, showing the following arguments: Type, AccountCategoryCode, AccountGroupCode, AccountTypeCode (set to '\$B\$11'), and BalanceType (set to '29'). The formula result is 56,602. An orange arrow points from the dialog box to the formula cell in the spreadsheet.

15. Remember to save the template before refreshing the dynamic account ranges in case you need to make a change.
16. You can use Excel grouping to hide the account details again until you need to analyze it.

Learn More:

[Setting Up Dynamic Account Ranges using the Set Up Option](#)

[Setting Up Dynamic Account Ranges using the Excel Functions Option](#)

[Setting Up Dynamic Account Ranges by Typing the Formula In](#)

Setting Up 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 GL accounts listed on separate rows in your layout. Dynamic Account Ranges can be found on the **tools** tab of the Task Pane.

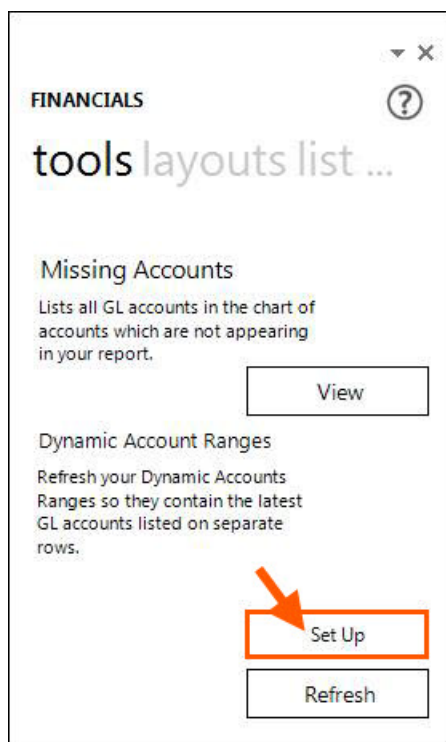
Note: You can only add Dynamic Ranges to the active sheet.

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**.



- 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.

FINANCIALS ?

← Dynamic Ranges

Select the range of cells in Excel worksheet that contain your template row

Select the column in Excel worksheet that will populate with your updated list of Accounts.

Select the cell in the Excel worksheet that contains the Account rule for this range.

Check the box below to exclude any rows that have zero balances in this range.

Exclude Zero Rows

Next

Example below:

SAMINC Income Statement						
Company	SAMINC					
Year	2019					
Currency	USD					
		Period	Period	Period	P	
		1	2	3		
		Actual	Actual	Actual	A	
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

Select Range

Please select a range

=**\$B\$11:\$K\$11**

OK Cancel


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

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



FINANCIALS ?

← Dynamic Ranges


Select the range of cells in the Excel worksheet that contain your template row



Select the column in the Excel worksheet that will populate with your updated list of Accounts.

Select the cell in the Excel worksheet that contains the Account rule for this range.



Check the box below to exclude any rows that have zero balances in this range.

Exclude Zero Rows

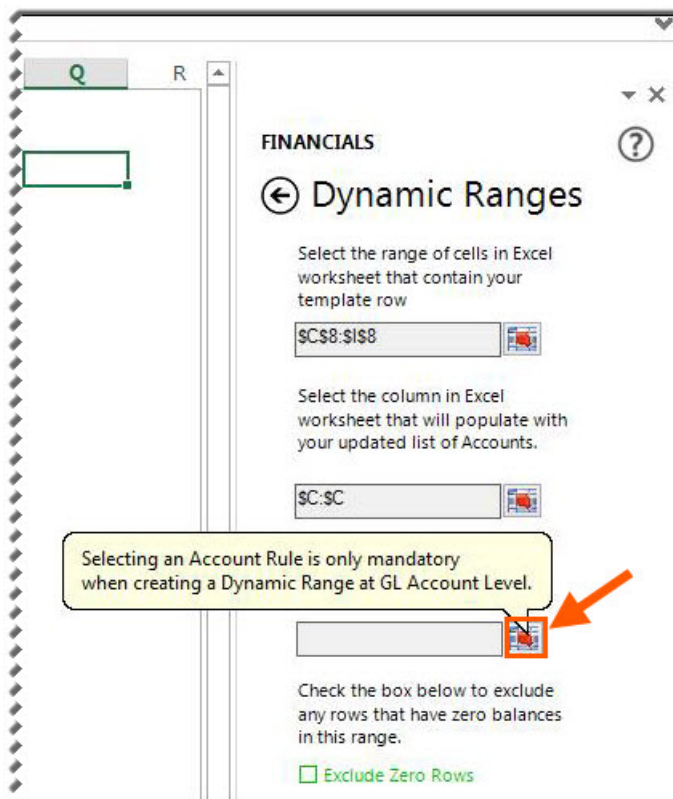
- Example below:

SAMINC Income Statement			
Company	SAMINC		
Year	2019		
Currency	USD		
15	Revenue		-9457661.6
	Account is required	Account is required	-4.43833E-2
19	Cost of Sales		2963098.7
	Account is required	Account is required	
	Gross Profit		-12420760.3
20	Other Revenue		-425539.3

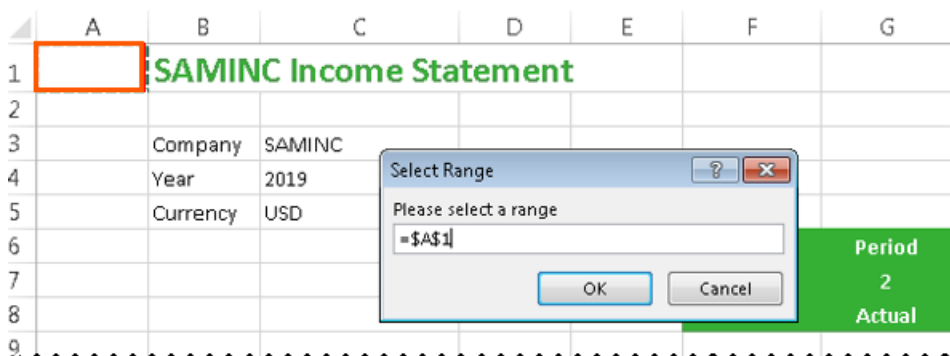
Select Range ? X

Please select a range

- 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.



- Enable the **Exclude Zero Rows** option if you do not want to see account rows which have zero balances in all of the columns..
- 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.



- 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	Period 2	Period 3	Period 4	Total
		Actual	Actual	Actual	Actual	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
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
	Gross Profit	-12420760.37	-2480.41	-3402710.01	-2294636.31	-18120587.1
20	Other Revenue	-425539.37	0	-205293.98	-215558.69	-846392.04
	Account is required	Account is required	-4.43833E-10	1.13687E-12	8.87667E-10	3.0559E-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**.

FINANCIALS ?

tools layouts list ...

Missing Accounts
Lists all GL accounts in the chart of accounts which are not appearing in your report.
[View](#)

Dynamic Account Ranges
Refresh your Dynamic Accounts Ranges so they contain the latest GL accounts listed on separate rows.
[Setup](#)
[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		Total
7						1	2	3	4		Quarter
8						Actual	Actual	Actual	Actual		Actual
9											
10		15	Revenue			-9457661.65	-1809.68	-2684366.18	-1606330.27		-1375201
11		4000	Sales	ACC		7863548.14	0	1914625.54	796745.62		10574
12		4000-100	Sales	ACCDIV		612096.33	0	375422.6	394193.73		13816
13		4000-200	Sales	ACCDIV		373208.42	0	1348804.72	194044.95		19160
14		4010	Sales, accessories	AOC		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

Learn More:

- [Dynamic Range](#) formula syntax
- [Refreshing Dynamic Account Ranges](#)
- [Troubleshooting Dynamic Ranges](#)

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.

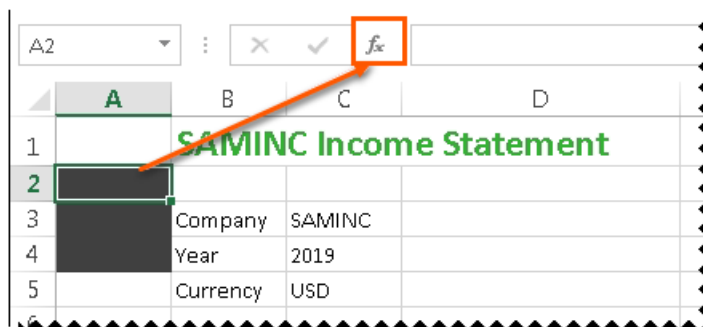
Note: You can only add Dynamic Ranges to the active sheet.

Before setting up dynamic account ranges you must [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, you may find typing the formula in and editing its function arguments quicker.

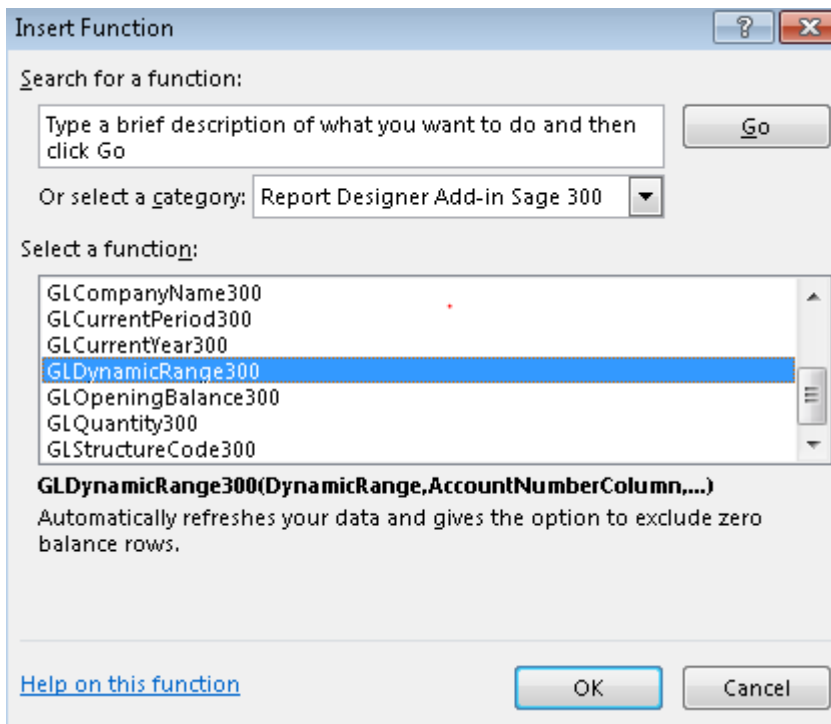
Using the Excel Functions (Fx) option

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

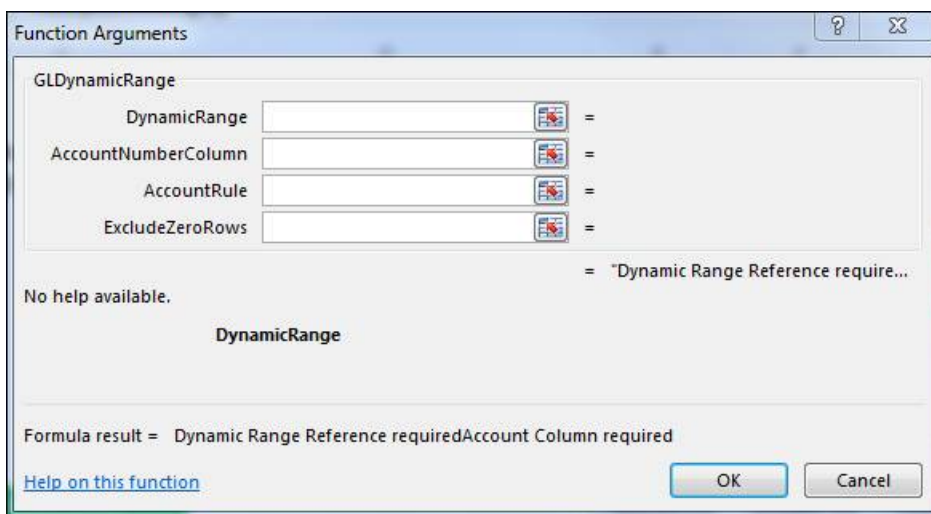


1. Select an empty cell in the active sheet. Top left is recommended.
2. Select **Insert Function**.
3. Select a category. For example **Report Designer Add-In Sage 300**, depending on your Sage Intelligence integration.

4. Select a function from the list. **GLDynamicRange300**.



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



Learn More:
[Dynamic Range](#) formula syntax

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.

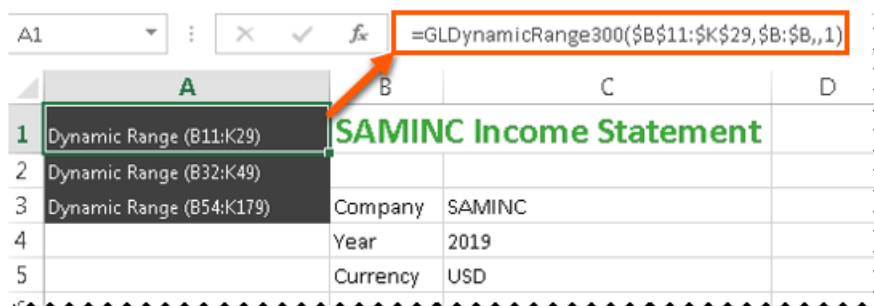
Before setting up dynamic account ranges you must [create the template in Microsoft Excel for dynamic ranges](#).

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:

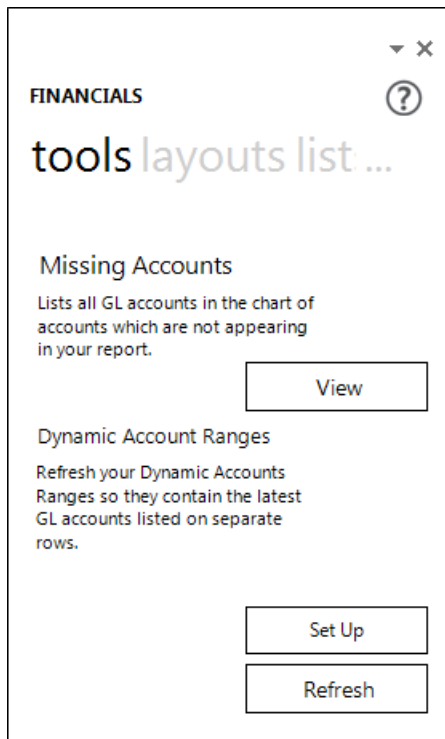


Learn More:

[Dynamic Range](#) formula syntax

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 Accounting 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:

```
=GLDynamicRange($B10;$C$3;E$6;$C$2;;; $B$9)
```

The screenshot shows an Excel spreadsheet with the following data:

SAMINC Income Statement						
	Company	SAMINC				
	Year	2019				
	Currency	USD				
			Period	Period		
			1	2		
			Actual	Actual		
10	15	Account is required	-9457662.65	-100		
11		Account is required	Account is required	Account is required		
12		Account is required	Account is required	Account is required		
13	19	Cost of Sales	2963098.72	67		
14		Account is required	Account is required	Account is required		
15						
16		Gross Profit	-12420768.37	-2480		
17						

The 'Function Arguments' dialog box for **GLActual300** is open, showing the following values:

- Account: \$B11
- Company: \$C3
- Year: \$C4
- Period: \$F7
- AccountGroupCode: \$B\$10
- AccountStructureCode: \$D11
- BalanceType: (empty)
- CurrencyCode: \$C\$5
- CurrencyType: (empty)
- ReportFreeUnit: (empty)

Arrows indicate the mapping of these arguments to the spreadsheet cells: Account (\$B11) to cell B11, Company (\$C3) to cell C3, Year (\$C4) to cell C4, Period (\$F7) to cell F7, AccountGroupCode (\$B\$10) to cell B10, and AccountStructureCode (\$D11) to cell D11.

Troubleshooting Dynamic Account Ranges

XXXX-XXXX-XXXX

		Period 1	Period 2	Period 3	Period 4	Total Quarter 1
		Actual	Actual	Actual	Actual	Actual
55	Revenue	0,00	0,00	0,00	0,00	0,00
XXXX-XXXX-XXXX	No data available for current selection	0,00	0,00	0,00	0,00	0,00
12	Cost of Sales	444 579,89	492 067,35	1 089 024,90	803 132,21	2 828 804,35
50000-01-000-010-000	COS Desks:Irvine-Main-Steelcase	43 740,21	49 004,32	73 054,63	83 486,67	249 285,83
50000-02-001-010-000	COS Desks:Atlanta-Peach Ave.-Steelc	36 905,80	41 347,39	51 639,84	70 441,88	200 334,91
50000-03-002-010-000	COS Desks:New York-Broadway-Steel	50 118,99	56 150,78	73 708,43	95 661,81	275 640,01

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.

E10 =GLActual(\$B10;\$C\$3;E\$6;\$C\$2;;; \$B\$9)

ABA Income Statement

Company: ABA
Year: 2010

	Period 1
	Actual
11 Revenue	675 003,20
12 Cost of Sales	0,00
Gross Profit	675 003,20
13 Operating Expense	0,00
Net Profit	675 003,20

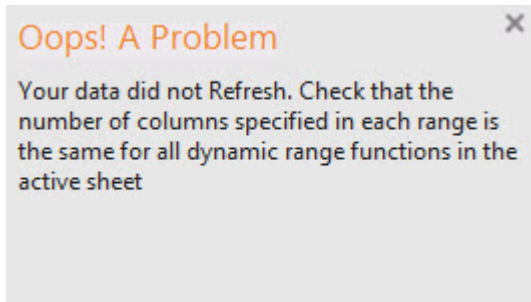
Function Arguments

GLActual

- GLink: SB10 = 0
- Year: SCS3 = 2010
- Period: E\$6 = 1
- Company: SCS2 = 'ABA'
- AccountCategoryCode: =
- AccountGroupCode: =
- AccountTypeCode: SBS9 = 11
- ReportTreeUnitPath: =
- BalanceType: =
- RollupType1Code: =

Returns the month to date general ledger actual amount.
RollupType1Code is the rollup type code retrieved from the general ledger.

Your data did not Refresh.

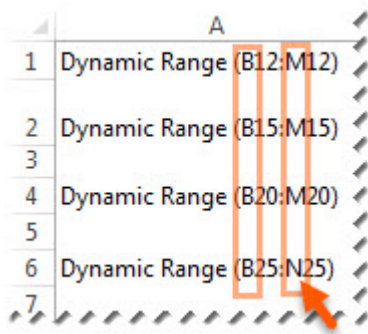


Why does this happen?

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.

Drilling Down on Values

To view the detail of the value being returned by a formula, you can use the **Drill Down** option.

1. Select the Intelligence Reporting formula.
2. Right-click and select **Drill Down**.

Opening Balance	Quarter 1	Quarter 2	Quarter 3
300 462.3	102 996.25	102 996.25	102 996.25
102 996.25	102 996.25	102 996.25	102 996.25
659 892.54	659 892.54	659 892.54	659 892.54
0.00	0.00	0.00	0.00
300 000.00	300 000.00	300 000.00	300 000.00
-82 569.89	-97 569.89	-97 569.89	-97 569.89
-679 856.53	-799 856.53	-799 856.53	-799 856.53
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
11 931 701.45	14 169 239.14	14 169 239.14	14 169 239.14
12 232 163.82	15 334 701.45	15 334 701.45	15 334 701.45
-1 232 265.39	-733 073.07	-733 073.07	-733 073.07
300 963.54	264 963.54	264 963.54	264 963.54

3. A new worksheet named **Drill Balance** will be created in the Microsoft Excel workbook with the account balance details of the data.

	A	B	C	D	E	F	G	
1	Company	Account	Account Description	Account Structure	Fiscal Year	Fiscal Period	Currency	Curren
2	SAMLTD	1500	Furniture and fixtures	ACC	2020	Opening balanc	CAD	F
3	SAMLTD	1500	Furniture and fixtures	ACC	2020	1	CAD	F
4	SAMLTD	1500	Furniture and fixtures	ACC	2020	2	CAD	F
5	SAMLTD	1500	Furniture and fixtures	ACC	2020	3	CAD	F
6								
7								
8								
9								
10								

Ready

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

	A	B	C	D	E	F	G	
1	Company	Account	Account Description	Account Structure	Fiscal Year	Fiscal Period	Currency	Curr.
2	SAMLTD	1500	Furniture and fixtures	ACC	2020	Opening balanc	CAD	F
3								
4								
5								
6								
7								
8								
9								
10								

Ready

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**.

Learn More:



Watch the video online:
[Drilling Down to Transactions](#)

Missing Accounts

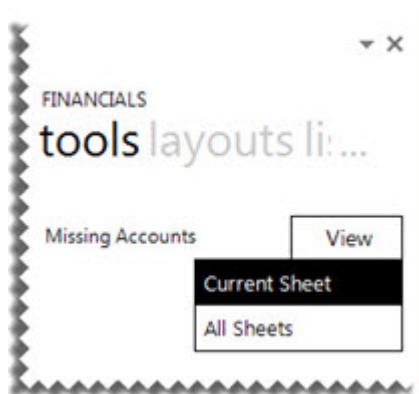
The **Missing Accounts** tool allows you to ensure that your Report Designer layouts are accurate by checking the accounts that exist in the layout and comparing them to the accounts which exist in your general ledger. This allows you to view which accounts are missing and then to decide if you'd like to add them to any of your report layouts.

Tip: We recommend that you regularly run the **Missing Accounts** option on each of your financial statements to view any new General Ledger accounts which have not been included in your reports.

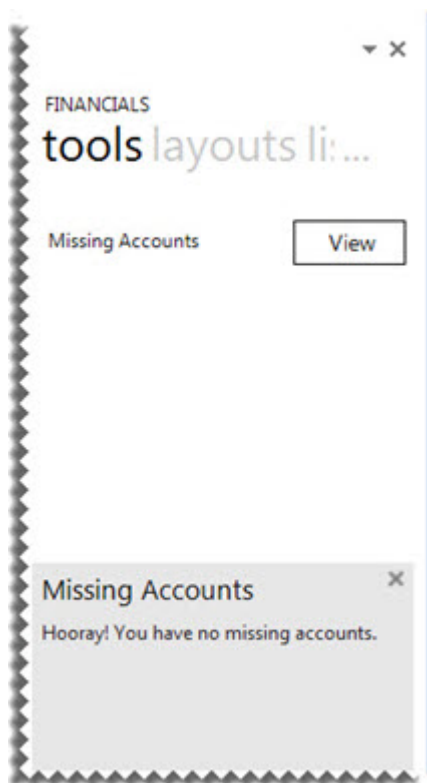
The option to view missing accounts is available from the Task Pane in Microsoft Excel under the **Tools** tab.

Viewing Missing Accounts for the Current Layout

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



If there are no missing accounts a notification message will indicate that there are no accounts missing from your current worksheet that exist in your general ledger.



If there are accounts missing from your current worksheet, a Missing Accounts worksheet will be generated in the Microsoft Excel workbook to display the accounts that are missing from your current worksheet. Don't panic! Odds are you will always have missing accounts because if you're checking the Income Statement, all of your Balance Sheet accounts will be missing, and vice versa.

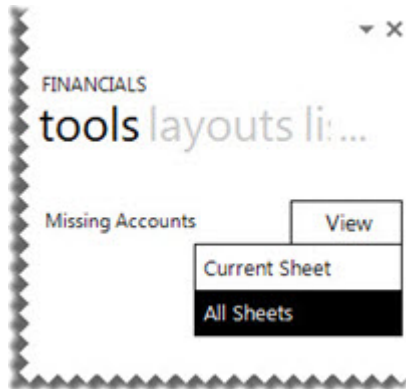
3. In the same workbook, click on the **Missing Accounts** worksheet. A list of accounts which exist in the general ledger but are not being used in the formulas you selected, will be listed.

Note: This worksheet is updated each time the **Missing Accounts** option is run. Always select your formulas and click the Missing Accounts View option before viewing the Missing Accounts worksheet.

4. Copy any missing accounts which you'd like to be included in your report, and insert them under the correct heading in your financial statement.

Viewing Missing Accounts for All Layouts

1. To view missing accounts for all the layouts in your workbook, select the **Tools** tab from the Task Pane in Microsoft Excel.
2. Select **View, All Sheets**.



If there are no Missing accounts a Task Pane notification message will indicate that there are no accounts missing from your current sheet that exist in your general ledger.

If there are accounts missing from your current sheet a **Missing Accounts** worksheet will be generated in the Microsoft Excel workbook to display the accounts that are missing from each layout. Don't panic! Odds are you will always have missing accounts because for the Income Statements, all of your Balance Sheets accounts will be missing, and vice versa.

3. In the same workbook, click on the **Missing Accounts** worksheet. A list of accounts which exist in the general ledger but are not being used in the formulas you selected, will be listed.

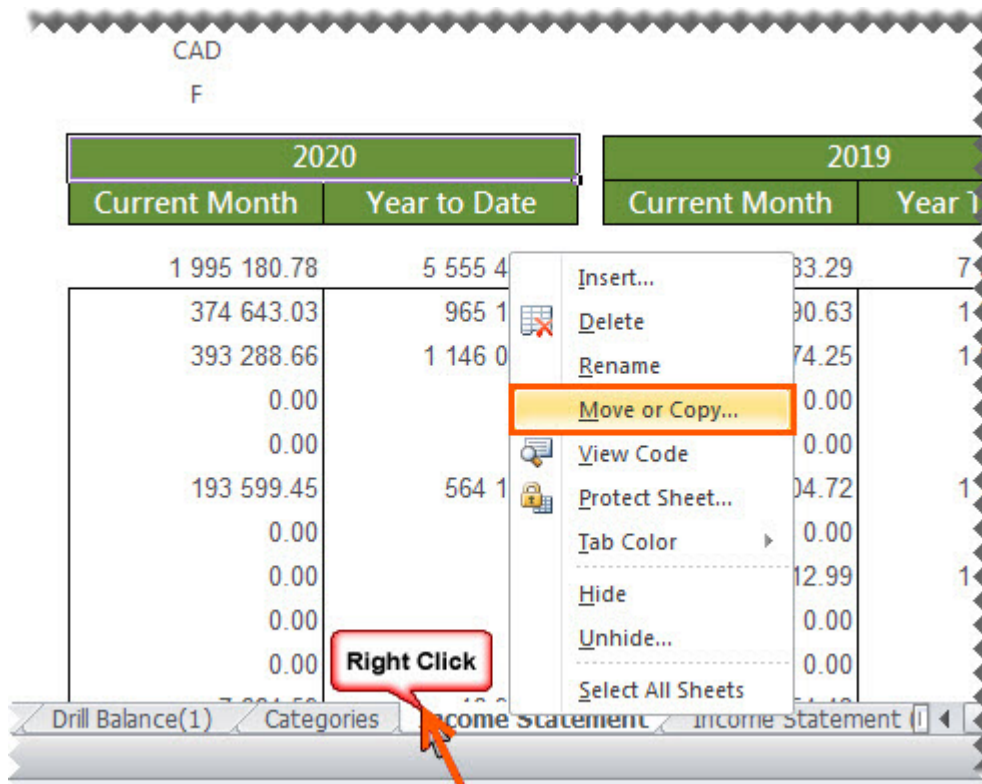
Note: This worksheet is updated each time the **Missing Accounts** option is run. Always select your formulas and click the Missing Accounts **View** option before viewing the Missing Accounts worksheet.

4. Copy any missing accounts which you'd like to be included in your report, and insert them under the correct heading in your financial statement.

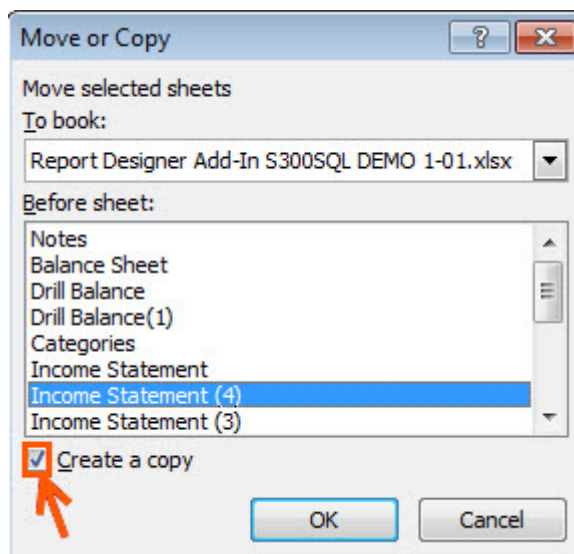
Copying Reports

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.

		2020		2019	
		Current Month	Year To Date	Current Month	Year To Date
10	Revenue	1 995 180.78	5 555 469.58	2 943 183.29	7 982 149.59
11	4000 Sales	374 643.03	965 195.54	387 490.63	1 387 713.32
12	4000-100 Sales	393 288.66	1 146 082.08	381 574.25	1 005 837.59
13	4000-100-10 Sales	0.00	0.00	0.00	0.00
14	4000-100-20 Sales	0.00	0.00	0.00	0.00
15	4000-200 Sales	193 599.45	564 167.95	1 348 804.72	1 722 013.14
16	4000-200-10 Sales	0.00	0.00	0.00	0.00
17	4000-200-20 Sales	0.00	0.00	50 512.99	1 447 331.66
18	4010 Sales, accessories	0.00	0.00	0.00	0.00
19	4010-100 Sales, accessories	0.00	0.00	0.00	0.00
20	4010-100-10 Sales, accessories	7 664.59	16 920.06	3 554.48	11 287.98
21	4010-100-20 Sales, accessories	16 845.00	33 337.42	5 295.61	18 008.57
22	4010-100-30 Sales, accessories	1 978.78	5 508.38	1 772.87	6 800.84
23	4010-100-40 Sales, accessories	2 355.75	16 833.04	1 773.69	19 805.75

Protecting the Worksheet when Distributing Reports

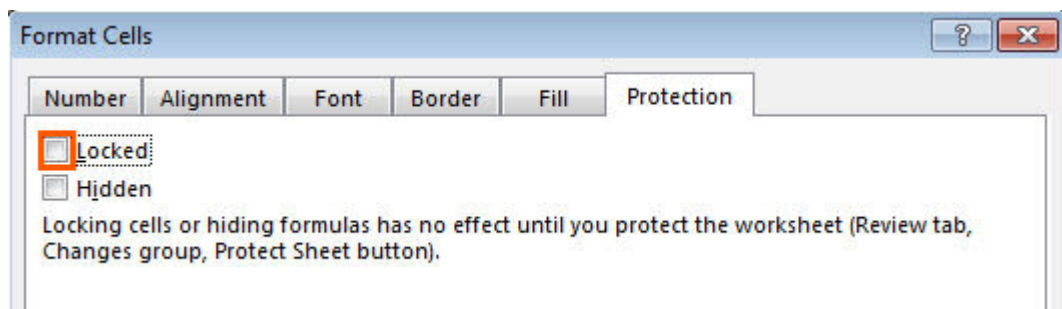
You can use worksheet protection to prevent changes to the worksheet.

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, you can insert columns but you cannot delete the inserted columns.
Delete rows	Deleting rows. Note: If Delete rows is protected and Insert rows is not also protected, you can insert rows but you cannot delete the inserted rows.
Sort	Using any commands to sort data (Data tab, Sort & Filter group). Note: You 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: You can't 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.
Edit objects	<p>Doing any of the following:</p> <ol style="list-style-type: none"> 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,

UNCHECK THIS**TO PREVENT USERS FROM**

you can click the button to run the macro, but you cannot delete the button.

2. Making any changes, such as formatting, to an embedded chart. The chart continues to be updated when you change its source data.
3. Adding or editing comments.

Edit scenarios

Viewing scenarios that you have hidden, making changes to scenarios that you have prevented changes to, and deleting these scenarios. Users can change the values in the changing cells, if the cells are not protected, and add new scenarios.

3. In the **Password to unprotect sheet** box, type a password for the sheet.
4. Click **OK**, and then retype the password to confirm it.

Warning: It is critical that you remember your password. If you forget your password, it cannot be retrieved.

Tip: For an additional layer of security, you can protect your whole workbook file by using a password. This allows only users who have the password the ability to view or modify data in the workbook.

Removing protection from a worksheet

1. On the **Review** tab, in the **Changes** group, click **Unprotect Sheet**.

Note: The **Protect Sheet** option changes to **Unprotect Sheet** when a worksheet is protected.

2. If prompted, type the password to unprotect the worksheet.

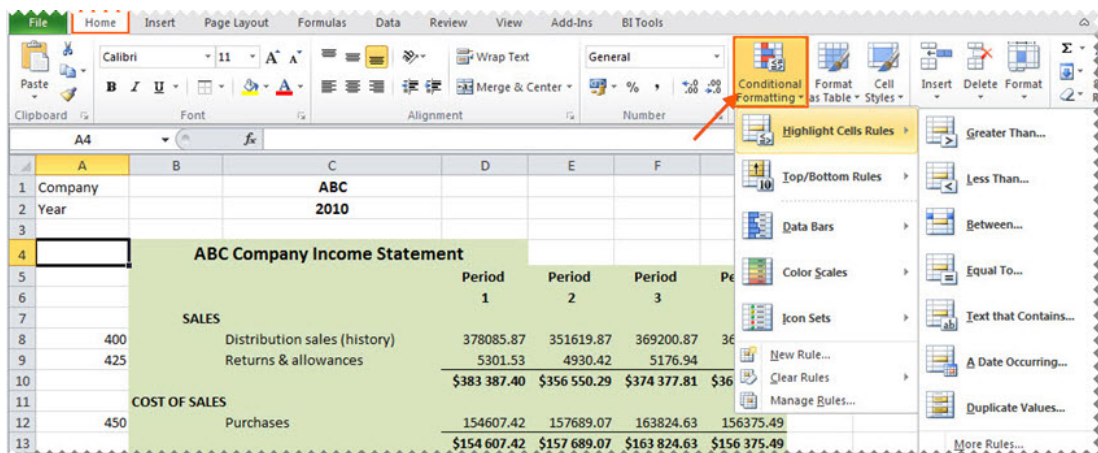
Best Practice

The benefits of applying a best practice standard are:

- Consistency - 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.

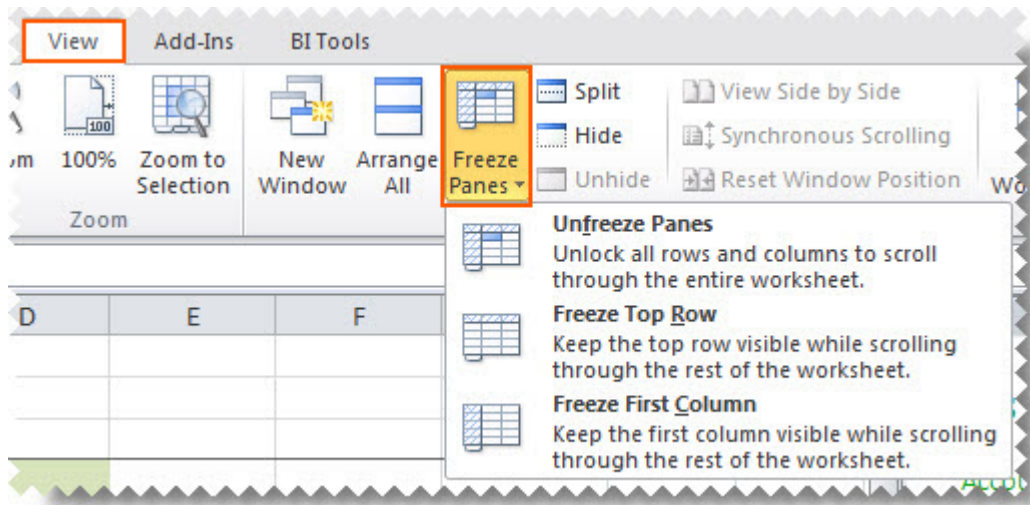
We recommend that you ...

- 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, you will be able to discern 'good' or 'bad' values in seconds.



- Avoid the extraneous - remove any 'noise'. If it doesn't serve a purpose in the spreadsheet, take it out. That includes prior old data, prior layout attempts etc.
- Use a consistent naming strategy with versions, 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 start making your changes. If something goes terribly wrong, you can always revert to the old version.

- Set **Freeze Panes** in Microsoft Excel so you can easily scroll around the worksheet without losing view of report headings etc.



Reporting Trees

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.

Sage 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. Sage Intelligence Reporting allows you to easily add or change reporting units without requiring a change to your financial data.

Reporting Unit Structures

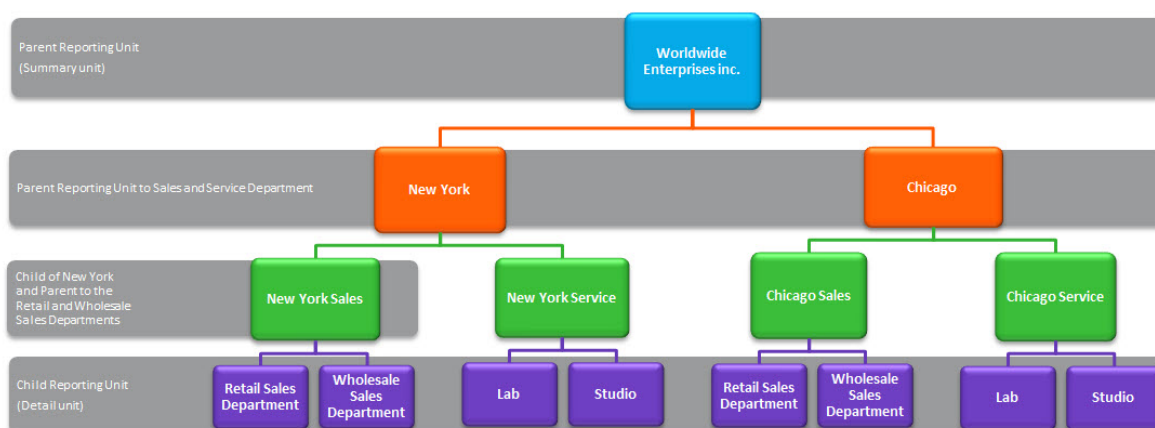
Sage Intelligence Reporting uses the following kinds of reporting units:

- 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.

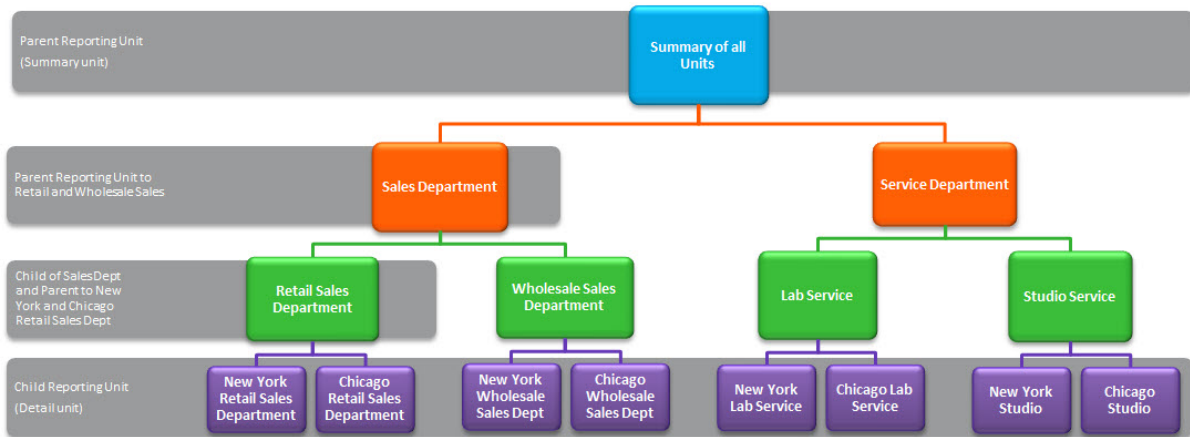
The higher-level summary units simply summarize information from the detail units.

In Sage 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.



Learn More:

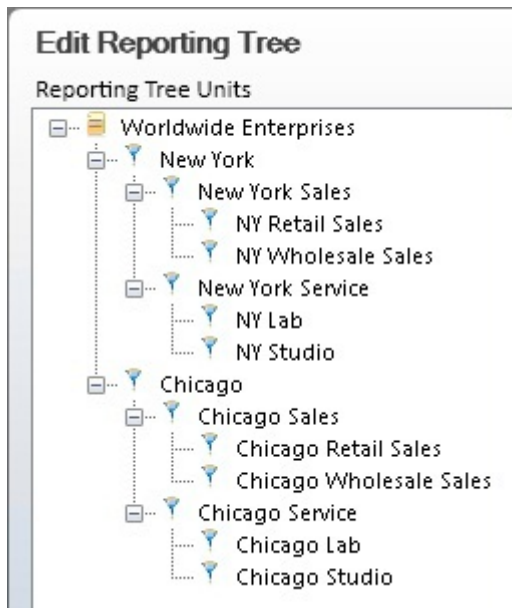


Watch the video online:
[Using Reporting Trees](#)

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](#).

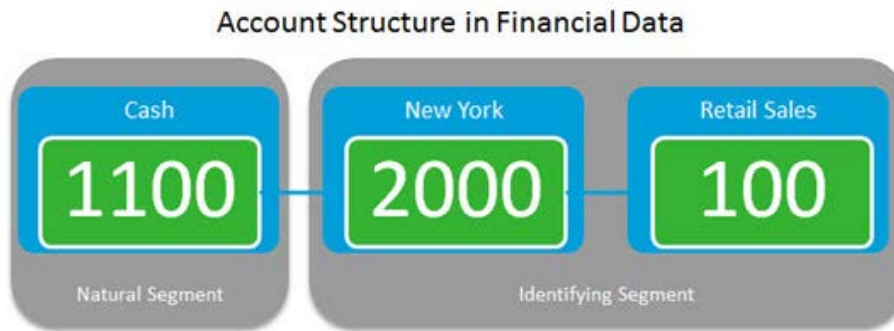
You can create this parent/child hierarchy structure by moving individual reporting units or an entire branch (parent unit and all child units) to higher or lower levels on the graphical tree. This is called promoting and demoting units. Promoting a unit moves it to a higher level in the tree. Demoting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



Using Account Filter Rules in Reporting Trees

Account Filters

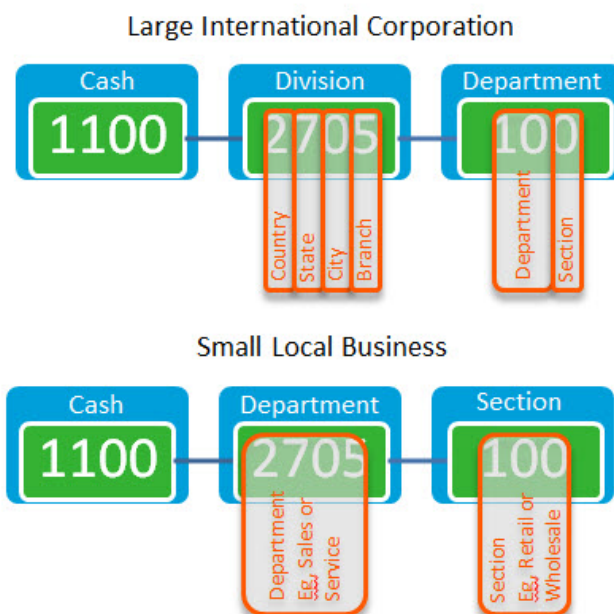
Most organizations use an account structure that separates business entities into different categories. A fully qualified account contains a value for the natural segment, for example, Cash or Sales, as well as values for additional segments, for example, Location, Division and Department. The following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

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

Example below:



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



The following account delimiters are supported in Intelligence Reporting:

- (Dash)
- / (Slash)
- \ (Backslash)
- . (Full stop)
- # (Number sign)
- % (Percentage)
- ^ (Caret)
- & (Ampersand)
- : (Colon)
- < (Greater than)
- > (Less than)
- * (Asterisk)

Using Ranges in Account Filter Rules

Ranges can be used to define the list of accounts to return in your Sage Intelligence Reporting Reporting Trees, without specifically naming each account.

Alpha characters are also supported in an account range.

Note: You must use a space before and after **TO** or **OR** in order to ensure clear distinction.

Function	Description	Example
TO	Used to list a range of accounts. The range will consist of two accounts where you want to retrieve data for those two accounts and every value between those two. This is indicated by using TO between your start and end value of your range.	1100-1???-100? TO 1100-8???-100 will return all data with a segment range from 1100-1000-100 to 1100-8999-100.
OR	Used to describe multiple segments. The range will consist of any accounts where you want to retrieve data for those accounts matching the specified list. This is indicated by using OR between your account list.	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

Using Wildcards in Reporting Tree Account Filter Rules

Wildcards can be used to group the list of accounts to return in your Sage Intelligence Reporting Trees, without specifically naming each account.

A wildcard character is a keyboard character such as an asterisk (*) or a question mark (?) that is used to represent one or more characters.

The following wildcards are available:

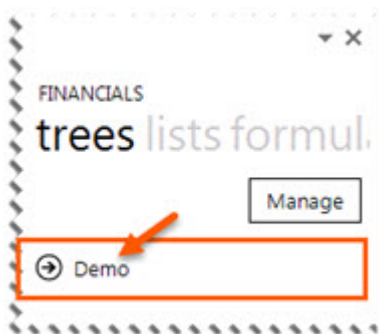
Character	Function	Example
? Question Mark	A placeholder for a single character in a segment.	1100-2???-100 will return all data with a segment range between 1100-2000-100 to 1100-2999-100.
* Asterisk	A placeholder for one or more characters at the end. Note: The asterisk can only be used at the end.	1100-2000-* will return all data with a segment range between 1100-2000-0 to 1100-2000-999, assuming a three digit last segment.

Working with Reporting Trees

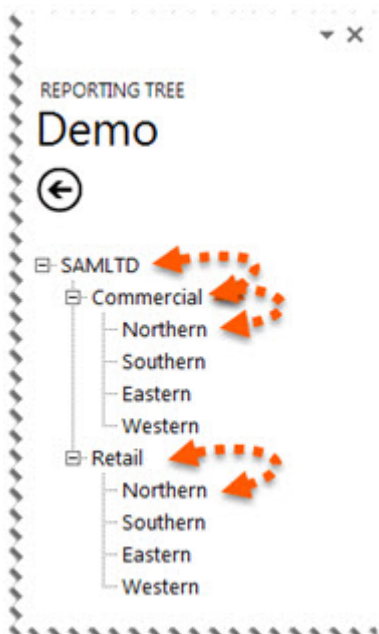
Viewing Reporting Trees

Reporting Trees which have already been created will be listed in the Task Pane.

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



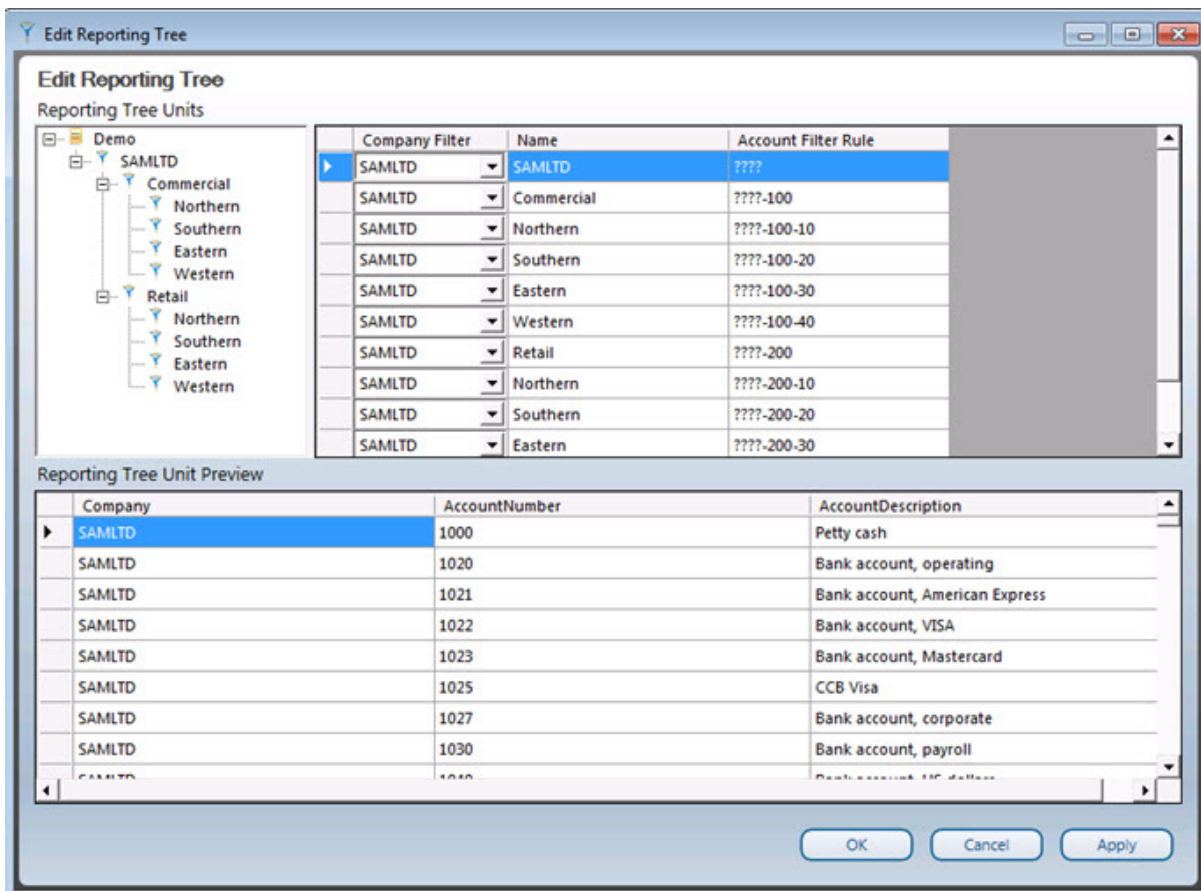
2. To view the units further down the hierarchy, click on the child units.



Using Reporting Trees in a Layout Generator Report Layout

Note: You can't use Reporting Trees to consolidate companies in the Layout Generator. You'll need to use the Task Pane to create consolidated report layouts.

Within the same general ledger company, you can use Reporting Trees to report on different divisions or branches using account segment filters.



1. To filter a financial statement to a specific reporting unit, in the **Layout Options**, select the **Reporting Tree Unit** magnifying glass.

layout options text columns columns rows

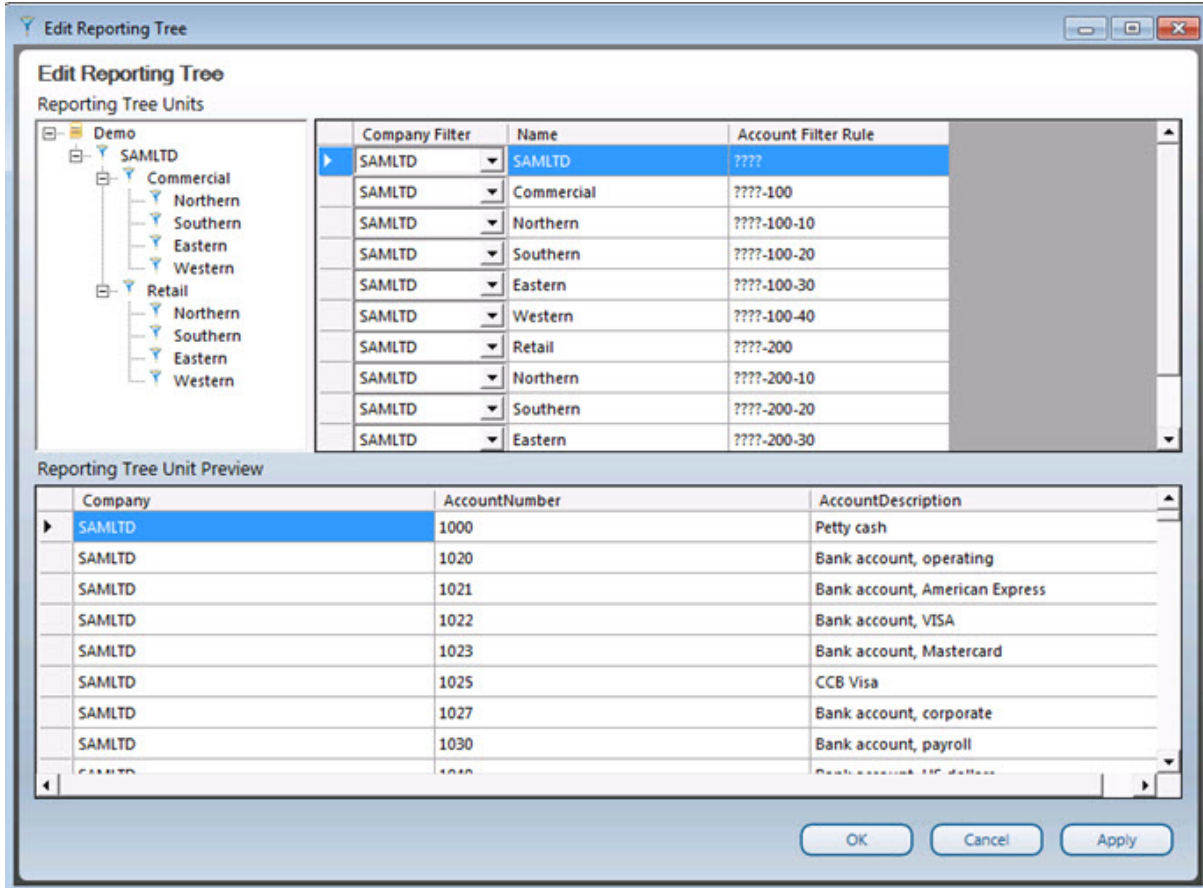
Company Code	SAMLTD		clear
Fiscal Year	2020		clear
Currency	CAD		clear
Currency Type	Functional		clear
Structure Code			clear
Budget Set Code			clear
Reporting Tree Unit			clear

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

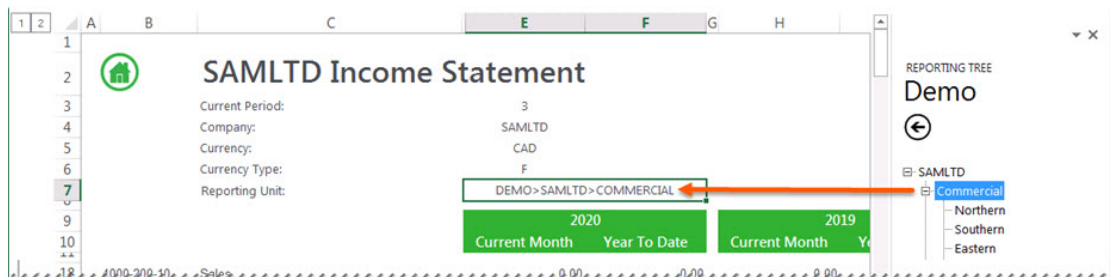
2. Select the Reporting Tree name and click **OK**.
3. Select the Reporting Tree unit and click **OK**. Depending on your tree, there may be several child unit levels you can choose from.
4. When you generate the layout, the Reporting Tree unit will be automatically added to all of the formulas resulting in data for that specific unit displaying.

Using Reporting Trees in a Task Pane Report Layout

Within the same general ledger company, you can use Reporting Trees to report on different divisions or branches using account segment filters.



1. To filter a financial statement to a specific reporting unit, add **Reporting Unit** to the filters list.
2. Drag and drop a reporting unit onto the report layout.



3. Edit formulas to include the cell reference in the **ReportTreeUnit** argument.

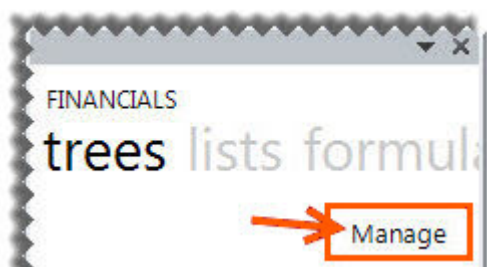
The screenshot shows an Excel spreadsheet titled "SAMLTD Income Statement". The spreadsheet displays financial data for 2020, with columns for "Current Month" and "Year To Date". The data includes Revenue (422,132.78 and 1,218,680) and Sales (393,288.66 and 1,146,082). A formula bar at the top shows the formula: `=GLActual300($B13,$E$4,$E$9,$E$3,...,SD13,,$E$5,$E$6,$E$7)`. A "Function Arguments" dialog box is open on the right, showing the "ReportTreeUnit" argument set to `E7`. An orange arrow points from the "ReportTreeUnit" field in the dialog to the cell containing "DEM0>SAMLTD>COMMERCIAL" in the spreadsheet.

4. By dragging in another reporting tree unit into the same cell, the report data is immediately updated for the new reporting tree unit.

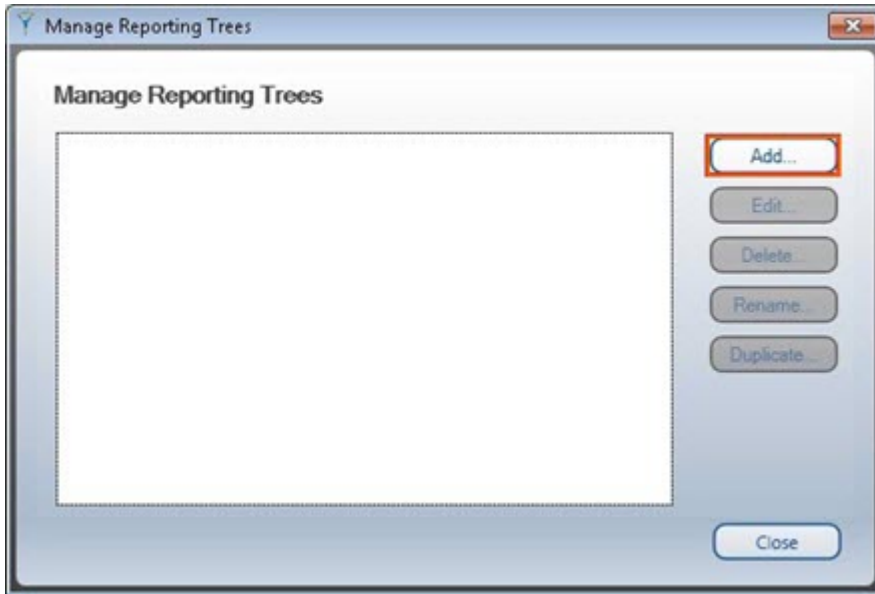
Adding a New Reporting Tree

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.

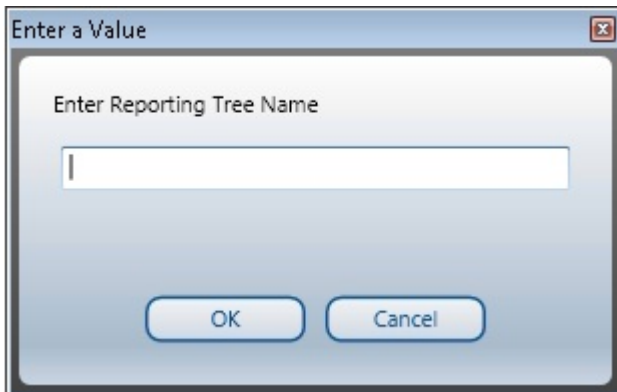
1. To manage reporting units, in the **trees** tab, click **Manage**.



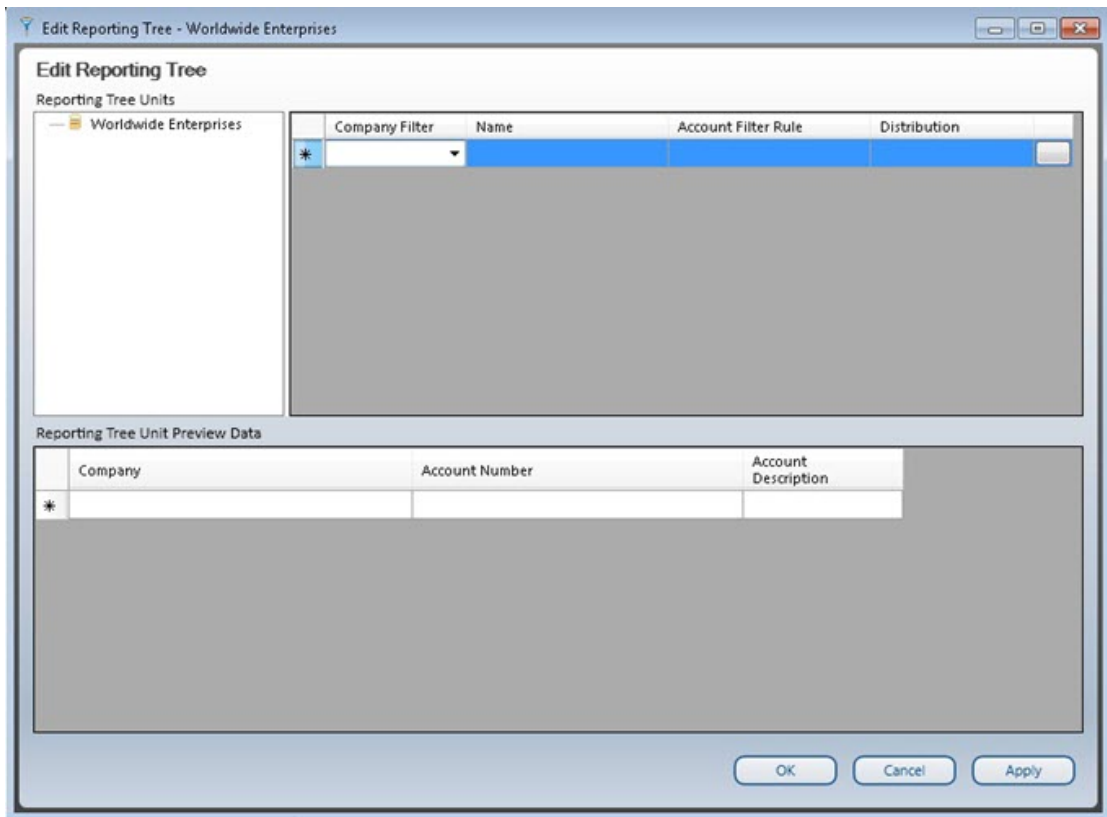
From the **Manage Reporting Trees** window, you can now **Add** a new or **Edit**, **Delete**, **Rename** or **Duplicate** your existing Reporting Trees.



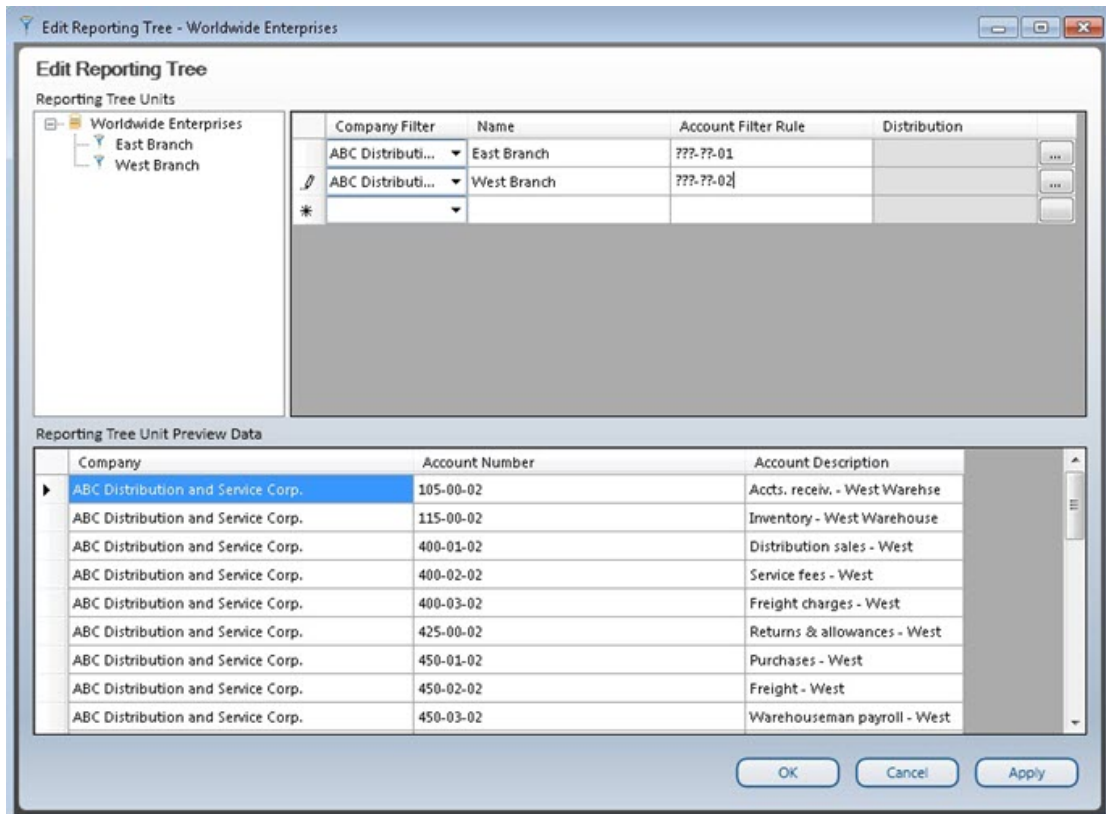
2. We're going to add a reporting tree. Select **Add**.
3. Enter a name for your Reporting Tree.



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



- 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:



- An optional Company filter may be applied. This will further filter the reporting unit to apply only to a specified company.
- 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.
- Using drag and drop functionality, you can arrange your reporting units into [parent/child](#) hierarchies.
- Click **Apply** to save and continue. Click **OK** to save and exit.

Learn More:



Watch the video online:
[Using Reporting Trees](#)

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.

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**.

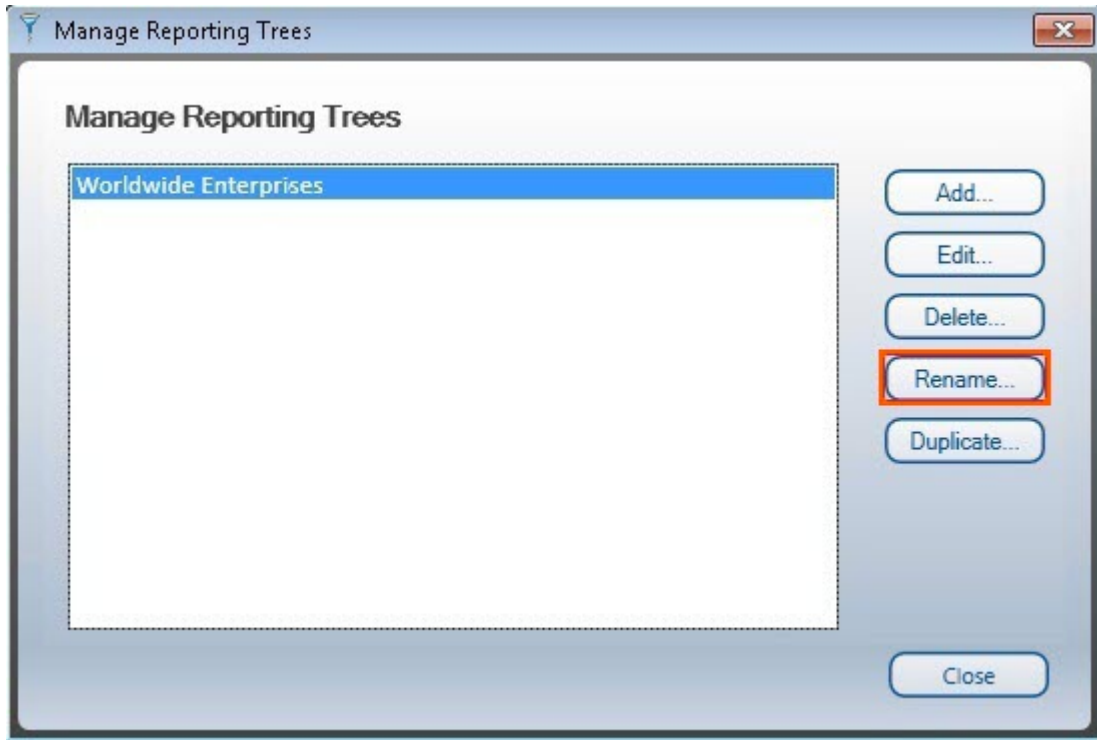


3. A confirmation window will open. Select **Yes** to permanently delete the reporting tree.

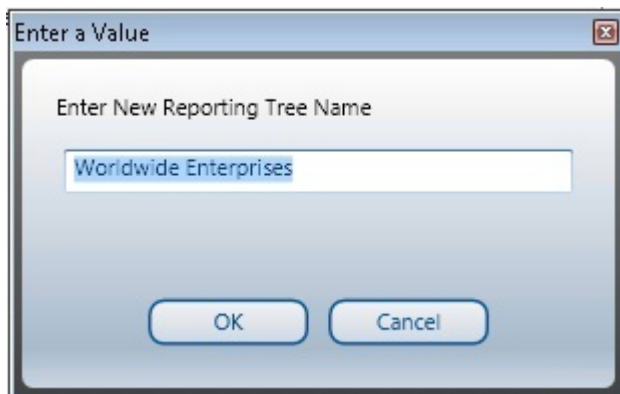


Renaming a Reporting Tree

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



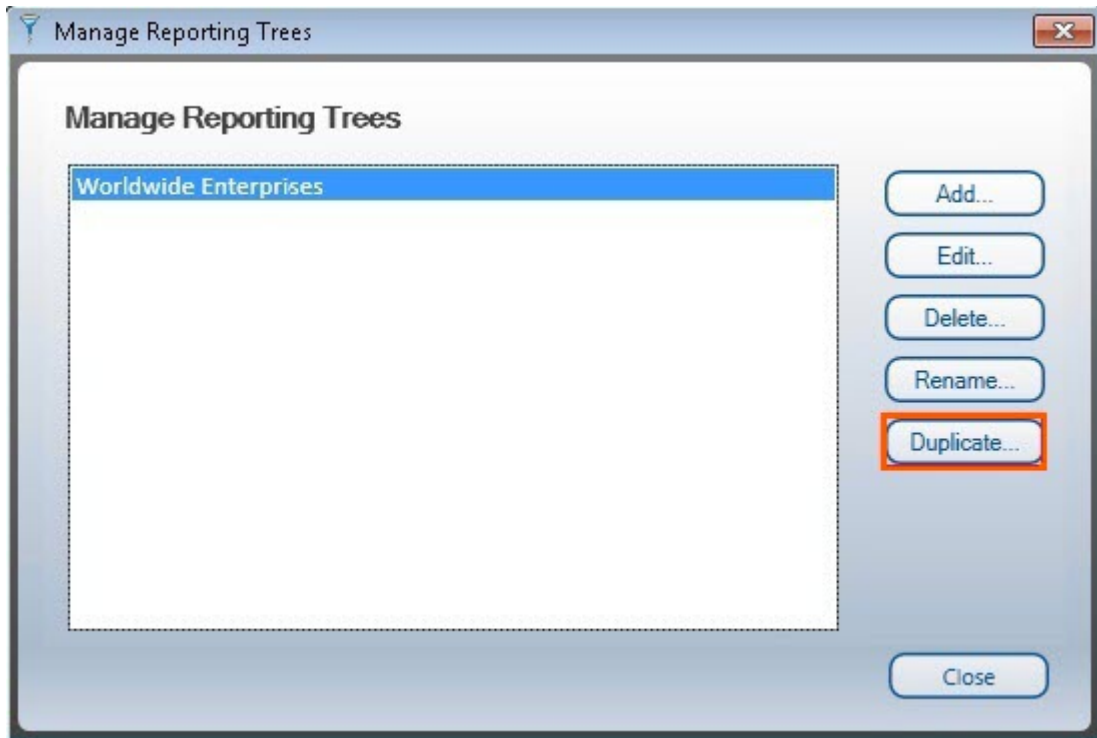
3. Enter the new name for the reporting tree.



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

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.



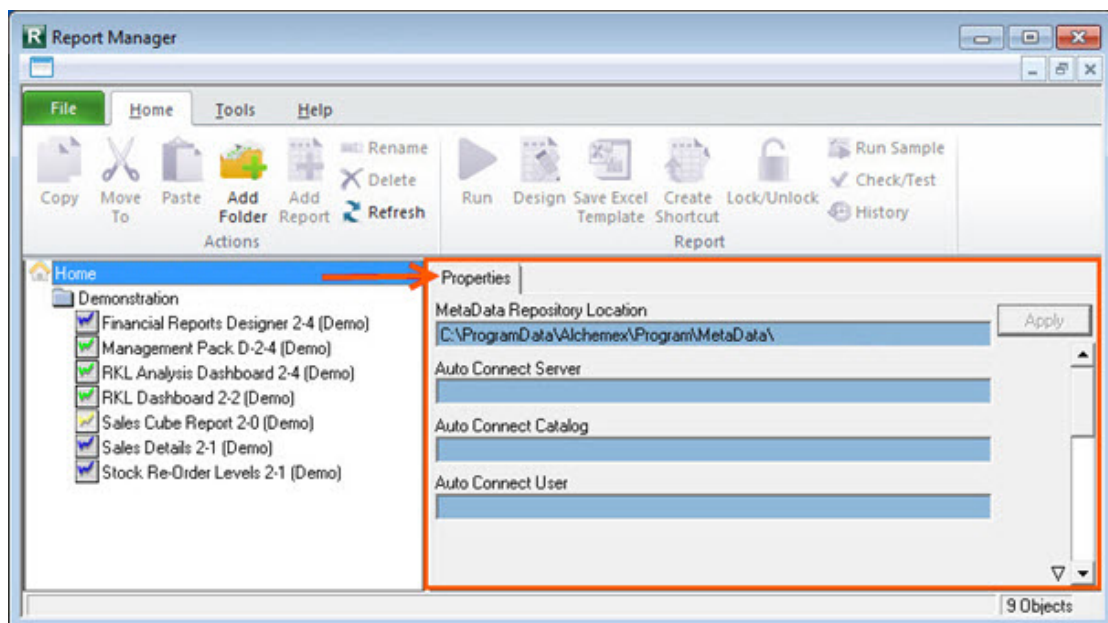
4. Select **OK** to save.

Copying Reporting Trees to Other Sage Intelligence Reporting systems

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

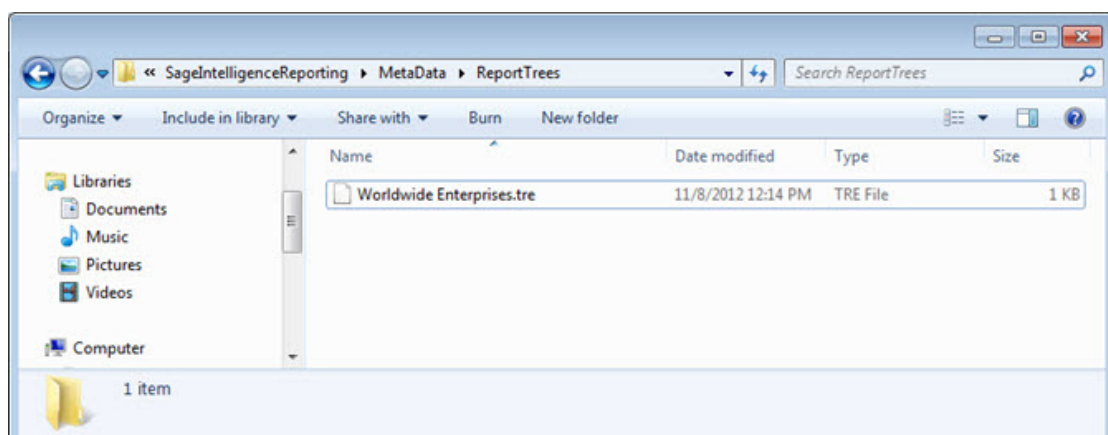
Locating the Metadata Repository

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



Copying 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.



Pasting Reporting Trees

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

Appendix A

Available Formulas

Opening Balance Formula

This topic describes the formula syntax and usage of the **GLOpeningBalance300** formula in Microsoft Excel. The **GLOpeningBalance300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLOpeningBalance300** 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

```
=GLOpeningBalance300(Account,Company,Year,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLOpeningBalance300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	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 .
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values
Year	Required	The fiscal year to return data on. 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.	Filters the general ledger accounts being referenced to a specific fiscal year.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the general ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type Debit or Credit .	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the general ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the general ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers 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 **GLOpeningBalance300** formula could be:

```
=GLOpeningBalance300($A14,$D$4,$D$2,,,$C14,,,$D$5,$D$6)
```

The screenshot shows an Excel spreadsheet titled "SAMLTD Balance Sheet". The spreadsheet has columns A, B, and D. Row 1 contains the title "SAMLTD Balance Sheet". Rows 2-6 contain metadata: Current Year: 2020, Current Period: 1, Company: SAMLTD, Currency: CAD, and Currency Type: F. A green box labeled "Opening Balance" is positioned over the value 300,462.37 in cell D8. Below this, under the heading "Assets", are rows 13-15: "Non-Current Assets" (300,462.37), "Furniture and fixtures" (1500, 14,.,SD\$5,SD\$6), and "Equipment" (1520, 659,892.54). A "Function Arguments" pane is open on the right, showing the arguments for the GLOpeningBalance300 function: Account (\$A14), Company (\$D\$4), Year (\$D\$2), AccountGroupCode, GroupCategoryCode, AccountStructureCode (\$C14), BalanceType, CurrencyCode (\$D\$5), CurrencyType (\$D\$6), and ReportTreeUnit. A green arrow points from the "Account" argument to cell A14, an orange arrow from "Company" to D4, a purple arrow from "Year" to D2, a blue arrow from "AccountStructureCode" to C14, and a pink arrow from "CurrencyCode" to D5. A red box highlights the formula "14,.,SD\$5,SD\$6" in cell D14, with a green arrow pointing to it from the "Furniture and fixtures" row.

Account	Amount
1500	14,.,SD\$5,SD\$6
1520	659,892.54

Function Arguments for GLOpeningBalance300:

- Account: \$A14 = 1500
- Company: \$D\$4 = "SAMLTD"
- Year: \$D\$2 = 2020
- AccountGroupCode: =
- GroupCategoryCode: =
- AccountStructureCode: \$C14 = "ACC"
- BalanceType: =
- CurrencyCode: \$D\$5 = "CAD"
- CurrencyType: \$D\$6 = "F"
- ReportTreeUnit: =

Closing Balance Formula

This topic describes the formula syntax and usage of the **GLClosingBalance300** formula in Microsoft Excel. The **GLClosingBalance300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLClosingBalance300** 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

```
=GLClosingBalance300(Account,Company,Year,Period,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLClosingBalance300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	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 .
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. 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.	Filters the general ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data up to. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to the accumulated total up to a specific period.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the general ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type Debit or Credit .	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the general ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the general ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers 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 GLClosingBalance300 formula could be:

```
=GLClosingBalance300($A14,$D$4,$D$2,F$9,,,$C14,,$D$5,$D$6)
```

The screenshot displays an Excel spreadsheet titled "SAMLTD Balance Sheet" with a function argument dialog box open for the formula `=GLClosingBalance300($A14,$D$4,$D$2,F$9,,,$C14,,$D$5,$D$6)`. The spreadsheet shows a balance sheet for "SAMLTD" for the year 2020, quarter 1. The "Assets" section includes "Non-Current Assets" such as Furniture and fixtures, Equipment, Buildings, Land, and Leasehold improvements. The dialog box maps the formula arguments to the spreadsheet cells: Account (\$A14) is 1500, Company (\$D\$4) is "SAMLTD", Year (\$D\$2) is 2020, Period (F\$9) is 3, AccountGroupCode is blank, GroupCategoryCode is blank, AccountStructureCode (\$C14) is "ACC", BalanceType is blank, CurrencyCode (\$D\$5) is "CAD", and CurrencyType (\$D\$6) is "F". The formula result is 102,996.25.

Account	Opening Balance	Quarter 1
1500 Furniture and fixtures	102 996.25	102 996.25
1520 Equipment	659 892.54	659 892.54
1540 Buildings	0.00	0.00
1550 Land	300 000.00	300 000.00
1600 Acc. Amortization/Depr.	-82 569.89	-82 569.89
1620 Acc. Amort./Depr. Equipment	-679 856.53	-679 856.53
1640 Acc. Amort./Depr. Buildings	0.00	0.00
1700 Leasehold improvements	0.00	0.00

Actual Formula

This topic describes the formula syntax and usage of the **GLActual300** formula in Microsoft Excel. The **GLActual300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLActual300** 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

```
=GLActual300(Account,Company,Year,Period,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLActual300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the Accounts or Natural Accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports Accounts , Natural Accounts , account ranges , account wildcards & account addition/subtraction .
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. 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.	Filters the general ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data on. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to a specific period.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			value.
GroupCategoryCode	Optional	A group category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the general ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type Debit or Credit .	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the general ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the general ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers 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 GLActual300 formula could be:

=-GLActual300(\$A11,\$D\$3,\$D\$7,\$D\$2,,,\$C11,,,\$D\$4,\$D\$5)

The screenshot displays an Excel spreadsheet titled "SAMLTD Income Statement" with columns A, B, and D. The spreadsheet shows a list of sales accounts in column A (rows 11-16) and their corresponding amounts in column D (rows 10-16). A green box highlights the "Current Month" value of 2020 in cell D8. A red box highlights the formula range D11:D16, which is "=GLActual300(\$A11,\$D\$3,\$D\$7,\$D\$2,,,\$C11,,,\$D\$4,\$D\$5)". The Function Arguments dialog for the GLActual300 function is open, showing the following arguments:

Argument	Value
Account	\$A11 = 4000
Company	\$D\$3 = "SAMLTD"
Year	\$D\$7 = 2020
Period	\$D\$2 = 1
AccountGroupCode	
GroupCategoryCode	
AccountStructureCode	\$C11 = "ACC"
BalanceType	
CurrencyCode	\$D\$4 = "CAD"
CurrencyType	\$D\$5 = "F"

The dialog also shows the result of the function: -280014.85. A note at the bottom states: "Returns the month to date general ledger actual amount. GroupCategoryCode is an account category code retrieved from the general ledger."

Actual YTD Formula

This topic describes the formula syntax and usage of the **GLActualYTD300** formula in Microsoft Excel. The **GLActualYTD300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLActualYTD300** 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

```
=GLActualYTD300(Account,Company,Year,Period,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLActualYTD300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	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 .
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. 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.	Filters the general ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data up to. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to the accumulated total up to a specific period.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the general ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type Debit or Credit .	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the general ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the general ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers 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 **GLActualYTD300** formula could be:

```
=-GLActualYTD300($A11,$D$3,$D$7,$D$2,,,$C11,,$D$4,$D$5)
```

The screenshot displays an Excel spreadsheet titled "SAMLTD Income Statement" with a function arguments pane on the right. The spreadsheet data is as follows:

		2020	
		Current Month	Year To Date
10	Revenue	1 995 180.78	5 555 469.56
11	4000 Sales	374 643.03	1 146 082.08
12	4000-100 Sales	0.00	0.00
13	4000-100-10 Sales	0.00	0.00
14	4000-100-20 Sales	0.00	0.00
15	4000-200 Sales	193 599.45	564 167.95
16	4000-200-10 Sales	0.00	0.00

The function arguments pane for **GLActualYTD300** is shown on the right:

- Account: \$A11 = -4000
- Company: \$D\$3 = "SAMLTD"
- Year: \$D\$7 = 2020
- Period: \$D\$2 = 3
- AccountGroupCode: =
- GroupCategoryCode: =
- AccountStructureCode: \$C11 = "ACC"
- BalanceType: =
- CurrencyCode: \$D\$4 = "CAD"
- CurrencyType: \$D\$5 = "F"

Additional notes from the pane: "Returns the year to date general ledger actual amount." and "GroupCategoryCode is an account category code retrieved from the general ledger."

Budget Formula

This topic describes the formula syntax and usage of the **GLBudget300** formula in Microsoft Excel. The **GLBudget300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLBudget300** 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

```
=GLBudget300(Account,Company,Year,Period,BudgetSetCode,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLBudget300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	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 .
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. 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.	Filters the general ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data on. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to a specific period.
BudgetSetCode	Required	The budget set code retrieved from the general ledger	Filters the general ledger budget amounts being referenced to a

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			specific budget set code. The format of the budget set code must be identical to the format in your general ledger.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the general ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type Debit or Credit .	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the general ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the general ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

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

- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers 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 **GLBudget300** formula could be:

```
=-GLBudget300($A12,$D$3,$D$7,$D$2,$D$6,,,,,$D$4,$D$5)
```

The screenshot displays an Excel spreadsheet titled "SAMLTD Income Statement" with a "Function Arguments" dialog box open for the **GLBudget300** function. The spreadsheet shows a table with columns for "Current Month" and "Budget" for the year 2020. The dialog box lists the following arguments and their values:

- Account: **S112** (linked to cell A12)
- Company: **\$D\$3** (linked to cell D3)
- Year: **\$D\$7** (linked to cell D7)
- Period: **\$D\$2** (linked to cell D2)
- BudgetSetCode: **\$D\$6** (linked to cell D6)
- AccountStructureCode: **|** (linked to cell D4)
- BalanceType: **|** (linked to cell D5)
- CurrencyCode: **\$D\$4** (linked to cell D4)
- CurrencyType: **\$D\$5** (linked to cell D5)
- ReportTreeUnit: **= -82000** (linked to cell D5)

The spreadsheet data is as follows:

		2020	
		Current Month	Budget
10	Revenue	1 670 480.55	1 163 193.29
11	4000 Sales	280 014.85	0.00
12	4000-100 Sales	367 216.30	0.00
13	4000-100-10 Sales	0.00	0.00
14	4000-100-20 Sales	0.00	186 000.00
15	4000-200 Sales	180 765.12	0.00
16	4000-200-10 Sales	0.00	0.00

Budget YTD Formula

This topic describes the formula syntax and usage of the **GLBudgetYTD300** formula in Microsoft Excel. The **GLBudgetYTD300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLBudgetYTD300** 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

```
=GLBudgetYTD300(Account,Company,Year,Period,BudgetSetCode,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLBudgetYTD300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the main accounts or accounts list retrieved from the general ledger.	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 .
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. 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.	Filters the general ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data up to. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to the accumulated total up to a specific period.
BudgetSetCode	Required	The budget set code retrieved from the general ledger	Filters the general ledger budget amounts

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			being referenced to a specific budget set code. The format of the budget set code must be identical to the format in your general ledger.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the general ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type Debit or Credit .	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the general ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the general ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format : Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

- Arguments are applied in the order that they are displayed.
- The recommended method for entering data into the Sage Intelligence Reporting formulas is by using cell references. This method makes modifying and maintaining your worksheet easier.
- Ranges, Mathematical Calculations and Wildcards can be used in the referenced cell of the **Account** argument allowing you to filter on Account Numbers 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 GLBudgetYTD300 formula could be:

=-GLBudgetYTD300(\$A12,\$C\$4,\$C\$2,\$C\$3,\$C\$7,,,,,\$C\$5,\$C\$6)

The screenshot displays a spreadsheet titled "SAMLTD Summary Income Stat" with columns for "Actual YTD" and "Budget YTD". The "Budget YTD" cell for "Total Revenue" contains the formula `=-GLBudgetYTD300($A12,$C$4,$C$2,$C$3,$C$7,,,,,$C$5,$C$6)`. A dialog box titled "Function Arguments" is open, showing the following arguments:

Argument	Value	Formula
Account	\$A12	"4000+4010+4020+4030+4040+..."
Company	\$C\$4	"SAMLTD"
Year	\$C\$2	2020
Period	\$C\$3	3
BudgetSetCode	\$C\$7	"01"
AccountStructureCode		=
BalanceType		=
CurrencyCode	\$C\$5	"CAD"
CurrencyType	\$C\$6	"F"
ReportTreeUnit		= -2307000

The dialog box also includes a description: "Returns the year to date general ledger budget amount." and "AccountStructureCode Identifies the format of the account numbers that are assigned to the account structure code. The structure specifies: Which segments appear in the account number and the order in which the segments appear." The formula result is shown as `= -2307000.00`.

Current Year Formula

This topic describes the formula syntax and usage of the **GLCurrentYear300** formula in Microsoft Excel. The **GLCurrentYear300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLCurrentYear300** 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

```
=GLCurrentYear300(Company)
```

The **GLCurrentYear300** formula syntax has the following argument:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.

Remarks

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

Example

An example of a **GLCurrentYear300** formula could be:

```
=GLCurrentYear300("SAMLTD")
```

The screenshot shows an Excel spreadsheet titled "SAMLTD Balance Sheet". The formula bar at the top displays `=GLCurrentYear300(D4)`. A dialog box titled "Function Arguments" is open, showing the formula `GLCurrentYear300` with the argument `Company` set to `"SAMLTD"`. The dialog box also shows the formula result as `2013`. The spreadsheet content includes a table with columns for "Opening Balance", "Quarter 1", "Quarter 2", "Quarter 3", and "Quarter 4", and rows for "Assets" and "Non Current Assets".

The **GLCurrentYear300** 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.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	D	E	F	G	H
1	SAMLTD Income Statement						
2	Current Period:		3				
3	Company:		SAMLTD				
4	Currency:		CAD				
5	Currency Type:		F				
7			2013			2012	
8			Current Month	Year To Date		Current Month	Year To Date

The formula bar at the top shows: `=GLCurrentYear300(D3)-1`. An orange arrow points from the formula bar to the '2012' column header in the report table.

Current Period Formula

This topic describes the formula syntax and usage of the **GLCurrentPeriod300** formula in Microsoft Excel. The **GLCurrentPeriod300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLCurrentPeriod300** 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 300, 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

```
=GLCurrentPeriod300(Company)
```

The **GLCurrentPeriod300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies.

Remarks

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

Example

An example of a **GLCurrentPeriod300** formula could be:

=GLCurrentPeriod300(\$D\$3)

The screenshot shows an Excel spreadsheet with the following data:

		2020		2020	
		Current Month	Year To Date	Current Month	Year To Date
Revenue		1 670 480.55	1 670 480.55	2 666 286.86	2 666 286.86

The 'Function Arguments' dialog box for **GLCurrentPeriod300** is open, showing:

- Company: SAMLTD
- Formula result = 01

This is especially useful when reporting on the current period as well as prior periods. The **GLCurrentPeriod300** 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.

The screenshot shows an Excel spreadsheet with the following data:

		2020	2020
		2	{-1+12,D\$8-1}
Revenue		1 889 808.25	1 836 133.77
4000 Sales		310 537.66	280 014.85
4000-100 Sales		385 577.12	367 216.30
4000-100-10 Sales		0.00	0.00

The 'Function Arguments' dialog box for the **IF** function is open, showing:

- Logical_test: >\$8-1<=0
- Value_if_true: D\$8-1+12
- Value_if_false: D\$8-1
- Formula result = 1

Company Name Formula

This topic describes the formula syntax and usage of the **GLCompanyName300** formula in Microsoft Excel. The **GLCompanyName300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLCompanyName300** formula returns the full company name from your general ledger after applying the company code filter specified as arguments. Each argument can be a cell reference, a constant, or a named range.

Syntax

```
=GLCompanyName300(Company)
```

The **GLCompanyName300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
CompanyCode	Required	A company code retrieved from the general ledger.	Filters the companies to return a specific company name.

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 **GLCompanyName300** formula could be:

```
=GLCompanyName300("SAMLTD")
```

The screenshot shows an Excel spreadsheet with the following content:

	2020	2020	2019
Revenue	0.00	0.00	0.00

The formula bar shows the formula: `=GLCompanyName300("SAMLTD")`. The cell D3 displays the result: **Sample Company Limited**.

Quantity Formula

This topic describes the formula syntax and usage of the **GLQuantity300** formula in Microsoft Excel. The **GLQuantity300** formula is made available in Microsoft Excel by the Report Designer Add-In.

Description

The **GLQuantity300** formula is used for statistical reporting and returns the quantity information in a financial report, such as number of units, 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

```
=GLQuantity300(Account,Company,Year,Period,AccountGroupCode,GroupCategoryCode,AccountStructureCode,BalanceType,CurrencyCode,CurrencyType,ReportTreeUnit)
```

The **GLQuantity300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Account	Required	The account code from the Accounts or Natural Accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports Accounts , Natural Accounts , account ranges , account wildcards & account addition/subtraction .
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Year	Required	The fiscal year to return data on. 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.	Filters the general ledger accounts being referenced to a specific fiscal year.
Period	Required	The period to return data on. A period is the operating cycle of a company for which accounting information is collected and reported.	Filters the general ledger accounts being referenced to a specific period.
AccountGroupCode	Optional	An account group code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified account group

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
			and returns the summary value.
GroupCategoryCode	Optional	A group category code retrieved from the general ledger.	Summarizes all of the general ledger accounts which are linked to the specified group category and returns the summary value.
AccountStructureCode	Optional	An account structure code retrieved from the general ledger.	Identifies the format of the account numbers that are assigned to the account structure code.
BalanceType	Optional	To determine whether only debit amounts or only credit amounts must be retrieved. For example, type Debit or Credit .	Allows only the credit or debit balances to be returned for the accounts which are being referenced by this formula.
CurrencyCode	Optional	A currency code retrieved from the general ledger.	Filters the currency code for which accounts must be retrieved.
CurrencyType	Optional	A currency type retrieved from the general ledger	Determines whether the source, functional or equivalent amounts must be retrieved.
ReportTreeUnit	Optional	A reporting tree unit in the format: Treename>Parent>Parent>unit. For example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales	Used to achieve organizational reporting. Allows the account filter rule within one of a reporting tree's units to be applied to the formula.

Remarks

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

Example

An example of statistical reporting that returns the quantity information in a financial report is as follows:

	A	D	E	F	I	J	K	L	
1									
2	HOTEL LEMEIN INCOME STATEMENT								
3	For the Five Months Ending May 29, 2012								
4									
5									
6									
7									
8									
9	Rooms Available	1680			1680		1680		
10	Rooms Sold	1295			1521		1512		
11									
12	A.D.R.	117.44			100.27		112		
13	Occupancy %	77.08			90.54		90		
14									
+	26	Total Sales	154743.34	100	119.493	155261.63	102.079	172151.04	113.857
+	27								
+	41	Total Purchases	6646.93	4.29545	5.13276	6673.92	4.38785	7386.12	4.885
+	42								
+	62	TOTAL WAGES & SALARIES	22789.34	14.7272	17.5979	25507.8	16.7704	26215.61	17.3384
+	63								
+	72	TOTAL PAYROLL BURDEN	4174.45	2.69766	3.22351	3949.8	2.59684	4057.53	2.68355
+	73								
+	74	TOTAL COST OF SALES	33610.72	21.7203	25.9542	36131.52	23.7551	37659.26	24.9069
+	75								

Account Description Formula

This topic describes the formula syntax and usage of the **GLAccountDescription300** formula in Microsoft Excel. The **GLAccountDescription300** formula is made available in Microsoft Excel by the Report Designer.

Description

The **GLAccountDescription300** formula returns the account name 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

```
=GLAccountDescription300(Company,Account)
```

The **GLAccountDescription300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Account	Required	The account code from the Accounts or Natural Accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports Accounts , Natural Accounts , account ranges , account wildcards & account addition/subtraction .

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 **GLAccountDescription300** formula could be:

```
=GLAccountDescription300("SAMINC", $B10)
```

Structure Code Formula

This topic describes the formula syntax and usage of the **GLStructureCode300** formula in Microsoft Excel. The **GLStructureCode300** formula is made available in Microsoft Excel by the Report Designer.

Description

The **GLStructureCode300** formula returns the structure code 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

```
=GLStructureCode300(Company,Account)
```

The **GLStructureCode300** formula syntax has the following arguments:

Filter	Need	What needs to be filled in?	What is the purpose of the filter?
Company	Optional	A company code retrieved from the general ledger.	Filters the general ledger accounts being referenced to one or more specific companies. Supports a single company code and comma separated values.
Account	Required	The account code from the Accounts or Natural Accounts list retrieved from the general ledger.	Used to reference one or more general ledger accounts for which values must be returned. Supports Accounts , Natural Accounts , account ranges , account wildcards & account addition/subtraction .

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 **GLStructureCode300** formula could be:

```
=GLStructureCode300("SAMINC", $B10)
```

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:

```
=GLDynamicRange($B10;$C$3;E$6;$C$2;;; $B$9)
```

The screenshot shows an Excel spreadsheet with the following data:

Company	SAMINC		
Year	2019		
Currency	USD		
		Period	Period
		1	2
		Actual	Actual
15	Account is required	-9457662.65	-100
19	Cost of Sales	2963098.72	67
	Account is required	Account is required	
	Gross Profit	-12420740.37	-2480

The 'Function Arguments' dialog box for **GLActual300** is open, with the following values:

- Account: \$B11 = "4000"
- Company: \$C3 = "SAMINC"
- Year: \$C4 = 2019
- Period: \$F7 = 1
- AccountGroupCode: \$B\$10 = "15"
- AccountStructureCode: \$D11 = "Account is required"
- BalanceType: =
- CurrencyCode: \$C\$5 = "USD"
- CurrencyType: =
- ReportFreeUnit: = 0

Formula result = 0