Sage Intelligence Reporting

Microsoft FRx to Sage Intelligence Report Designer Add-In Conversion Guide

Sage 100 ERP

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Introduction

This document will guide readers through the process of understanding, preparing for and executing the conversion of Microsoft FRx (FRx) report conversion to Sage Intelligence Report Designer Add-In reports.

Before You Get Started

SUPPORT ON THIS PROCESS

- Please note this guide is provided 'as is' to assist with the process of converting FRx reports. This conversion process is NOT supported by Sage ERP Support as per Sage Support Coverage terms.

Before you begin, make sure you have installed Sage Intelligence and the Sage Intelligence Report Designer Add-In, please refer to the software requirements below.

Please note: This document is not intended to serve as a guide to Microsoft FRx, Sage Intelligence or the Sage Intelligence Report Designer Add-In. Readers are required to have an understanding of these products to successfully use this conversion guide.

For more information on Sage Intelligence please refer to the Sage 100 ERP Intelligence Reporting Help File accessible from within the Report Manager.

For more information on the Report Designer Add-In please refer to the Sage Intelligence Report Designer Add-In User Guide provided in the Conversion Guide Pack this document is included in.

Software Requirements

- FRx 6.7 Service Pack 11
- Sage MAS 90 and 200 Intelligence 4.4 or later
- Sage Intelligence Report Designer Add-In
- Sage Intelligence Report Designer License
- Sage Intelligence Report Manager License
- Active Connector License (Required for Multi- Company Consolidations only)
- Microsoft Excel 2007 or Microsoft Excel 2010 32 bit

The Sage Intelligence Report Designer Add-In

The Report Designer Add-in is an addition to the existing Report Designer module which presents an alternative to the current report Layout Generator providing you with the flexibility to take full control of the design of their reporting layouts.

While the Report Designer Add-In is installed separately, it enhances the Report Designer module. The positioning of the Report Designer Add-in within the overall Sage Intelligence Reporting product is as follows:

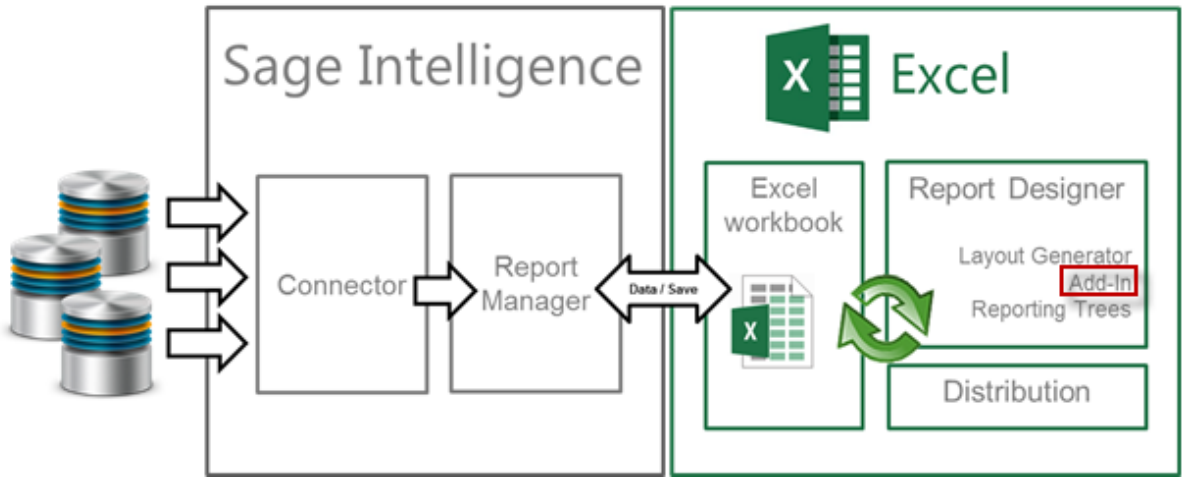
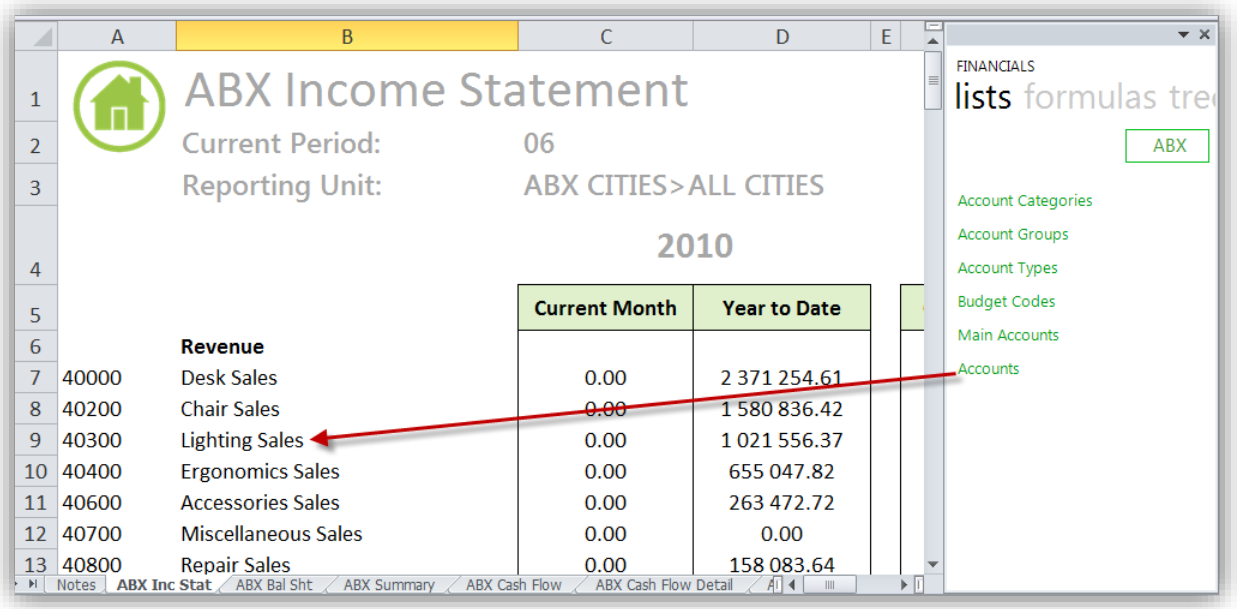


Diagram 1: Positioning of the Report Designer Add-In within Sage Intelligence Reporting

The model behind the Sage Intelligence Report Designer Add-In is to break down a report into reusable building blocks and then allows you to control where and how these building blocks fit together to create a report using an excel spreadsheet as their design platform. The Sage Intelligence building blocks are Lists, Formulas and Trees and are made available via the Task Pane inside Excel.

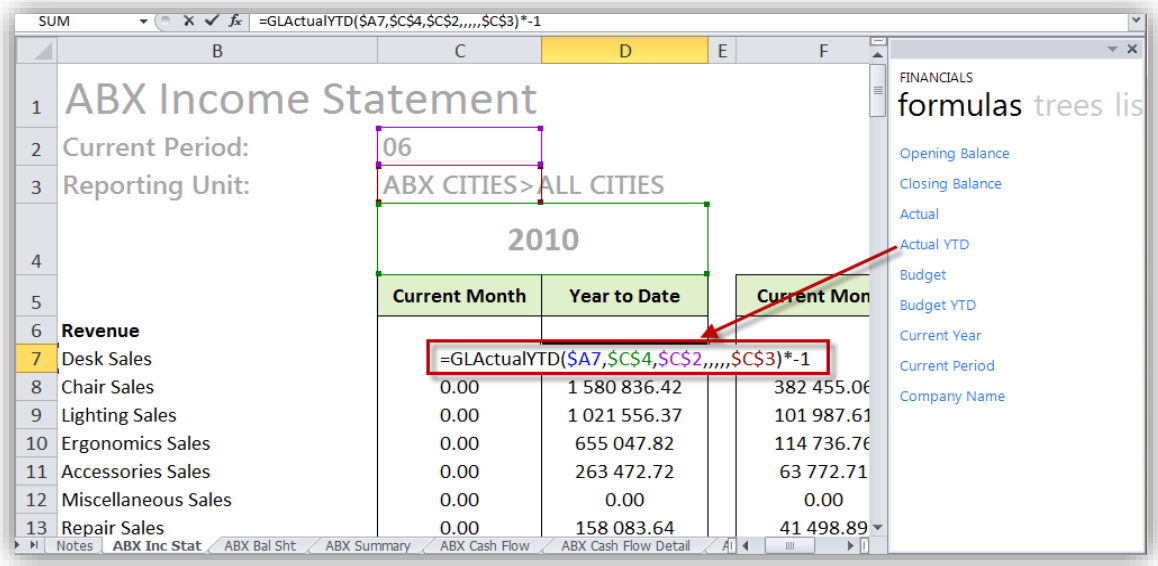
Lists

Lists contain information from the accounting system's General Ledger that will assist you in creating their Layouts. Lists are particularly useful for creating report rows as they contain information from the Chart of Accounts such as Account Numbers and Descriptions or Account Groupings. You can simply drag the required list into the excel workbook and use the values to create and customize their report rows.



Formulas

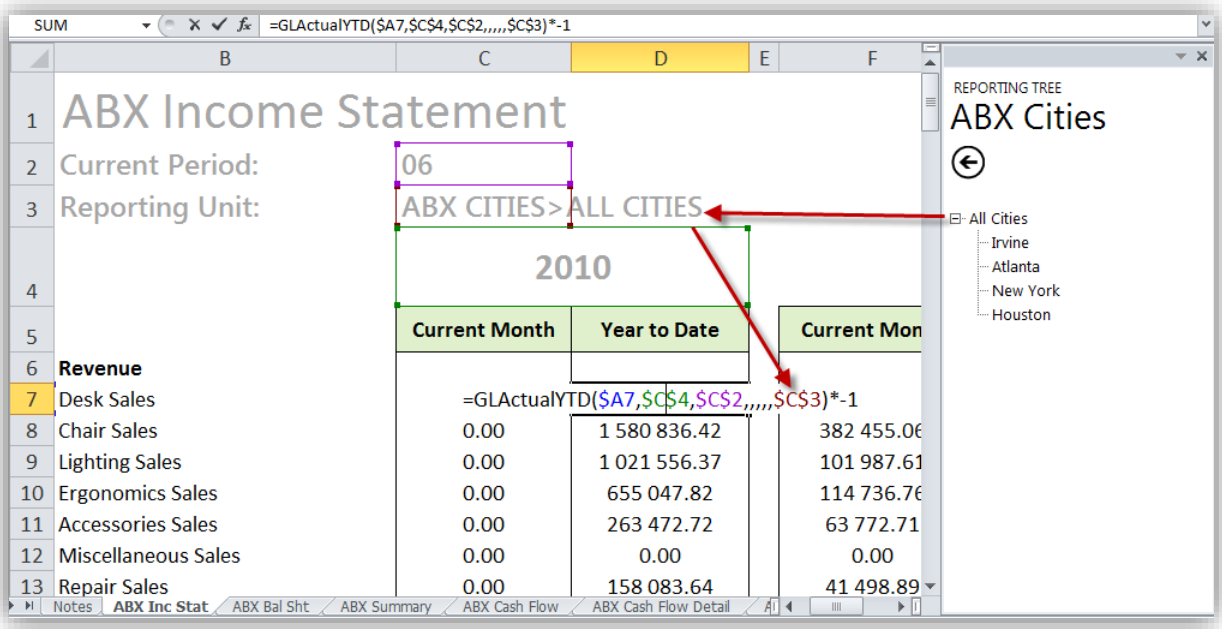
Formulas can be dragged in to the excel workbook to allow you to return balances from the general ledger based on provided parameters. Parameters act as filters and some common examples are Fiscal Year or Account Number. Formulas allow you to define columns for their report where the type of formula used determines what the column description is, for example: a column returning an "Actual YTD" balance would use a GLActualYTD Excel formula.



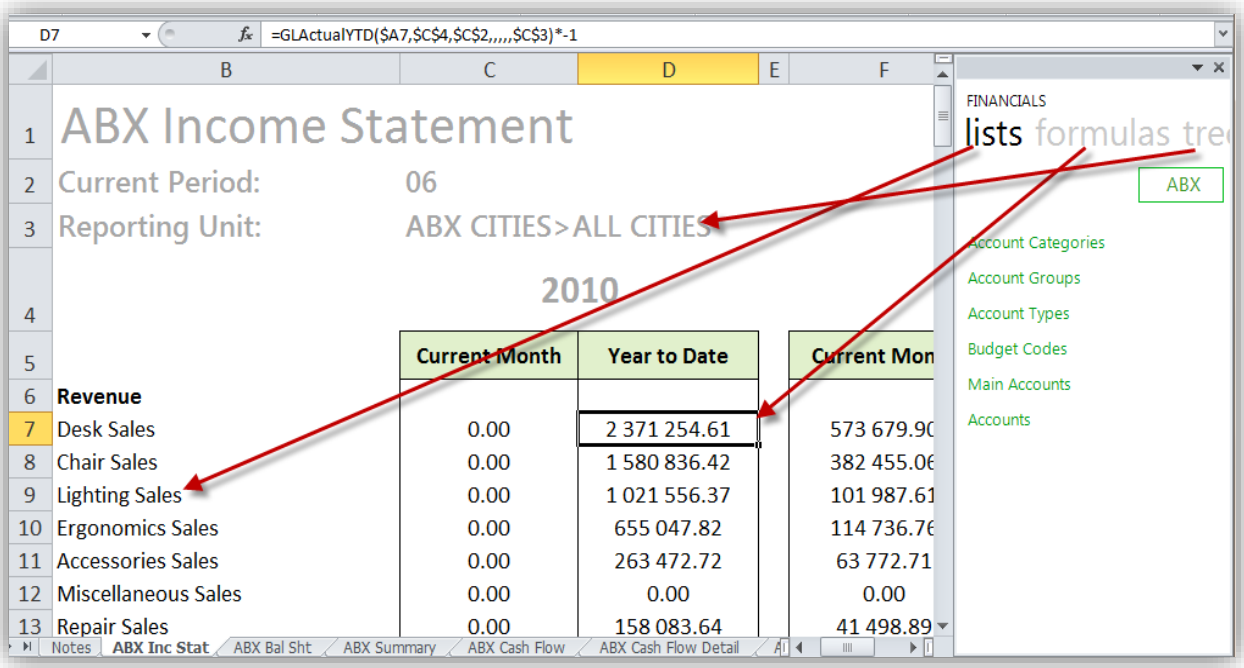
Reporting Trees

Reporting Trees allow you to leverage Sage 100 ERP's segmented account structure in order to easily produce reports which are based on an organizational structure. The Report Designer Add-In provide you with the ability to include a reporting tree unit as a parameter in a formula thereby applying the tree unit filter to the value returned.

Reporting Trees exist independently from Reports and their constituent layouts and can reused across multiple Layouts as well as Reports.



Sage Intelligence Reports are created using a combination of the Sage Intelligence Report Designer Add-In building blocks: lists, formulas and trees.



Report Conversion Process Overview

The process to convert reports from FRx to Sage Intelligence Reporting is depicted in the diagram below:

Diagram 3: FRx Report Conversion Procession

To watch a **video** of the FRx to Sage Intelligence Report Designer Add-In conversion process click here

Understanding How FRx Report Concepts Relate to Sage Intelligence

In a similar way to FRx, Sage Intelligence also allows you to build reports using report building blocks. FRx report building blocks are known as Row Formats, Columns Layouts and Reporting Trees.

The Sage Intelligence Report Designer Add-In building blocks map to a standard report structure as depicted in the diagram below. Reports are workbooks which consist of worksheets. Worksheets are made up of Rows and Columns. Sage Intelligence Report designer Add-In makes use of Lists to create rows and Formulas to create columns which return values for each row.

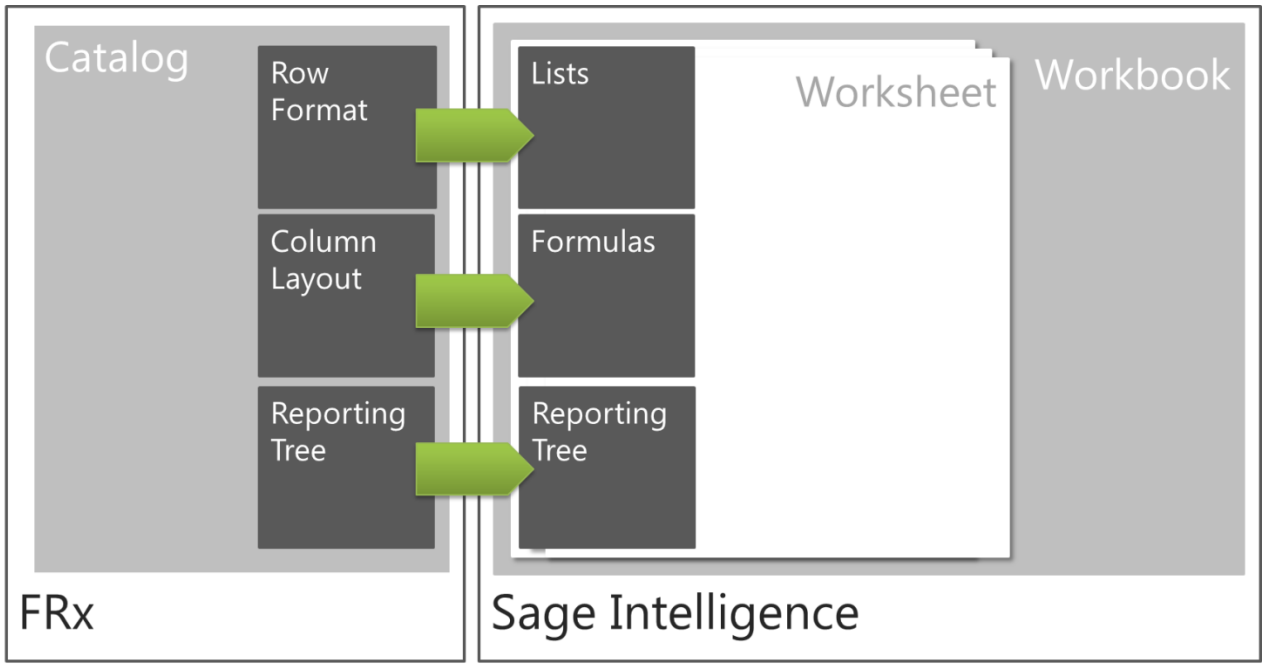


Diagram 2: FRx and Sage Intelligence

As the Sage Intelligence report design platform is Excel the Report Designer Add-in does not need to control the report formatting as well as standard calculations as these are easily performed using standard excel functions, providing you with complete control over the design of their reports.

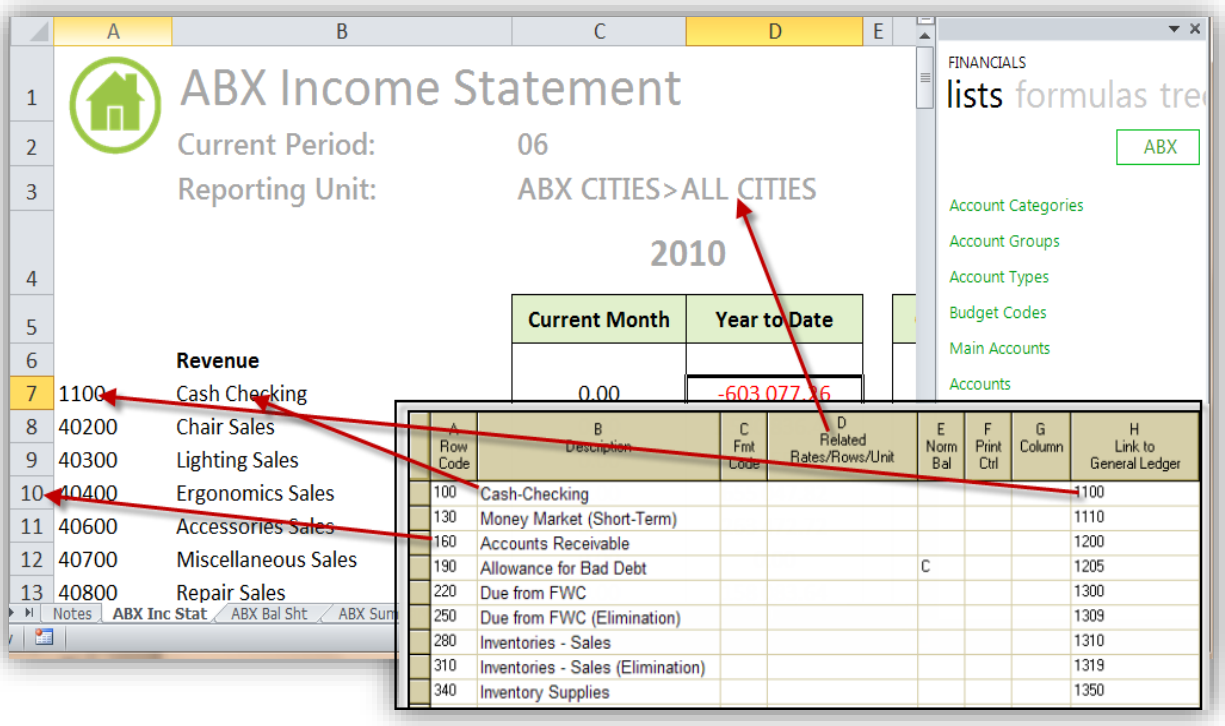
The following sections provide a more detailed conceptual explanation of how FRx and Sage Intelligence Report Designer Add-In relate to one another.

Row Formats

A row format is a template that specifies the structure of each line in an FRx report. Row format elements can be understood in terms of Sage Intelligence as described in the table below:

FRx Row Format	Sage Intelligence Lists
Row Code	As the design platform is excel, the report designer Add-in does not require the use of row codes. Simply use excel cell references to reference other rows in Sage Intelligence Reports.
Description	A description returned by dragging in a List or Free-form text which appropriately describes the link to the General Ledger. FRx export to excel will complete this action automatically.
Fmt Code	Sage Intelligence allows you to leverage Excel to format the lines of their layouts. It is therefore not necessary to specify format codes for lines that do not return data from the General Ledger as these will automatically be interpreted as either text or standard functions, with their subsequent parameters, by Excel itself.
Related rates/Rows/unit	Related rates and rows refer to the parameters of standard excel functions, for example a range of cells A1:A14 which are the parameters for the Excel SUM or AVG Function. Where related rows are used to control formatting you can achieve this by using Excel formatting techniques. Related unit can be replicated in Sage Intelligence by referencing a reporting tree unit in all formulas linked to the row.
Normal Balance	Change the sign of the balance returned by a formula by entering a subtraction sign prior to the formula. For example: = -GLActualYTD

FRx Row Format	Sage Intelligence Lists
Print CTRL	As the design platform is excel, Sage Intelligence allows you to rely on excel for all formatting requirements, including all Print CTRL options. The conversion does not automatically support XD, XO and BO Print CTRL features in FRx. The DR and CR print controls are handled by the 'Balance Type' parameter in all Report Designer Add-In formulas. For example: You can specify Debit as a parameter to ensure that only debit balances are returned.
Column	As Column is used to control where values are displayed on your report, you can replicate this behavior by simply placing the desired formula in the appropriate excel spreadsheet column. FRx export to Excel will complete this action automatically.
Link to GL	The Report Designer Add-In formulas contain a 'GLLink' parameter which must be setup to reference account number(s) on your report. Use Excel cell referencing to link to values on another Excel spreadsheet. The Report Designer Add-In does not support links to XBRL taxonomy.


ABX Income Statement
Current Period: 06
Reporting Unit: ABX CITIES>ALL CITIES
2010
Current Month
Year to Date
Revenue
1100 Cash Checking
40200 Chair Sales
40300 Lighting Sales
40400 Ergonomics Sales
40600 Accessories Sales
40700 Miscellaneous Sales
40800 Repair Sales
Notes
ABX Inc Stat
ABX Bal Sht
FINANCIALS
lists formulas
ABX
Account Categories
Account Groups
Account Types
Budget Codes
Main Accounts
Accounts
A Row Code
B Description
C Fmt Code
D Related Rates/Rows/Unit
E Norm Bal
F Print Ctrl
G Column
H Link to General Ledger
100 Cash-Checking 1100
130 Money Market (Short-Term) 1110
160 Accounts Receivable 1200
190 Allowance for Bad Debt C 1205
220 Due from FWC 1300
250 Due from FWC (Elimination) 1309
280 Inventories - Sales 1310
310 Inventories - Sales (Elimination) 1319
340 Inventory Supplies 1350

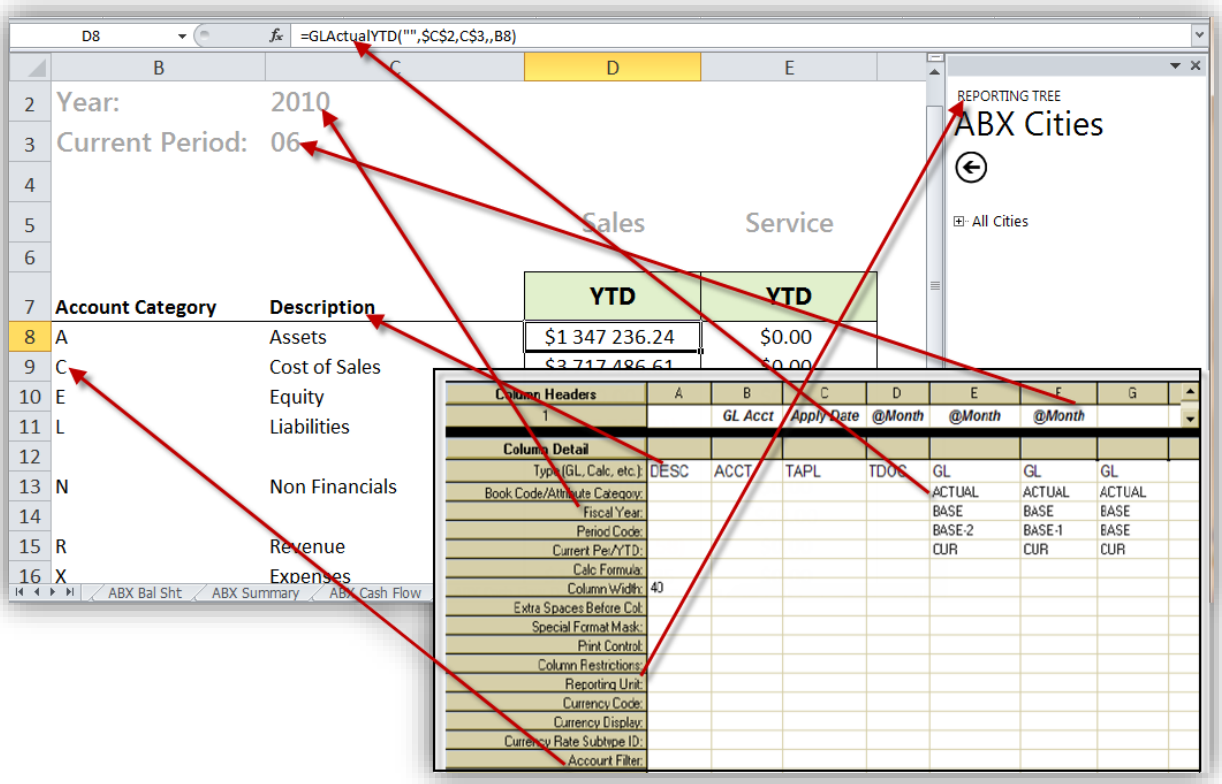
Column Layouts

An FRx Column Layout defines the contents of report columns, any calculations specific to the report columns, and column headings within your report. Column Layout components can be understood in terms of Sage Intelligence as described in the table below:

FRx Column Layout	Sage Intelligence Formulas
Column headers	As the Sage Intelligence design platform is Excel you have the flexibility to type in text as column headers. Column header text should reflect the type of data that is returned by the Sage Intelligence formulas. Dynamic headers can be replicated by using the CurrentYear and CurrentPeriod formulas. FRx export to excel will complete this action automatically.
Type	Where the FRx type is GL, you may make use of a corresponding Sage Intelligence formula which returns General Ledger balances based on the specified parameters. Where the Type is CALC, calculations can be replicated by simply using the standard Excel calculation functions. CALC type formulas are automatically converted. Where the Type is DESC, descriptions can simply be added by typing text into a cell.
Book Code	Sage Intelligence uses the formula type to determine the type of balance returned by a formula. If The FRx type is ACTUAL use the Report designer Add-In GLActual formula to return Actual balances from the general Ledger. If The FRx type is BUDGET use the Report designer Add-In GLBudget formula to return Budget amounts from the general Ledger. Budget formulas contain an additional parameter which allows you to specify the BUDGET code, for example: ORIGINAL.
Fiscal year	Sage Intelligence formula “Fiscal Year” parameter. This parameter will ensure the value returned by the formula is filtered by the specified fiscal year(s).
Fiscal period	Sage Intelligence formula “Fiscal Period” parameter. This parameter will ensure the value returned by the formula is filtered by the specified fiscal period(s).

FRx Column Layout	Sage Intelligence Formulas
Curr/YTD	Where FRx specifies Curr, you should select either GLActual or GL Budget Report Designer Add-In formula depending on the type required. These formulas return current balances. Where FRx specifies YTD you should select either a GLActualYTD or GLBudgetYTD Report Designer Add-In formula depending on the type required. These formulas will return Year-to-Date balances.
Calc formula	Standard Excel formulas (e.g. =(A1+B3)) may be used for calculations. FRx export to excel will complete this action automatically, more complex formulas will need to be input manually as FRx does not support exporting formulas with brackets.
Additional Special Formatting such as Column Width, Extra Spaces before Col, Special Format Mask and Print Control	As Sage Intelligence utilizes Excel as its design platform all formatting can be achieved using the standard excel formatting techniques.
Column restriction	Restrict columns to only display for specific rows by placing them within specific rows. FRx export to Excel will complete this action automatically. The DR and CR Column restriction is handled by the Balance Type parameter in all Report Designer Add-In formulas. For example: You can specify Debit as a parameter to ensure that only debit balances are returned. The FRx export to Excel will perform this action automatically.
Reporting Unit	Add a tree parameter to Report Designer Add-In formulas which will filter the balance returned based on the reporting unit selected for this parameter. You can take advantage of excel cell anchoring to ensure that all formulas in the same column reference a single reporting tree unit.
Currency code and Currency Rate Subtype ID	Currency conversion can be handled by maintaining a currency rate table within Excel and multiplying your value cells by the relevant currency rate.

FRx Column Layout	Sage Intelligence Formulas
Account Filter	Sage Intelligence allows you to filter the balances by specifying a value for account and account grouping parameters within a formula. As with the FRx account filter, you can specify account rules based on ranges, wildcarding and mathematical expressions.
Attribute filter	You can replicate the behavior of FRx account attribute filters by specifying an Account Range in the GLLink parameter of the Report designer Add-In formulas. For example: 1000 TO 5000. The Report designer Add-In does not support filtering by transaction attributes in the General Ledger
Start date and End Date	RDA does not support transaction start and end dates within formulas. Sage Intelligence supports filtering based on month (period) and year (fiscal year). Transactions can be viewed by drilling down into balances.
Justification	Column justification can be achieved using Excel formatting techniques.
OLAP Descriptions	Sage Intelligence does not support report output to OLAP cubes.


D8
=GLActualYTD("",C2,C$3,,B8)
Year: 2010
Current Period: 06
Sales
Service
YTD
YTD
Account Category
Description
A Assets $1 347 236.24 $0.00
C Cost of Sales
E Equity
L Liabilities
N Non Financials
R Revenue
X Expenses
ABX Bal Sht
ABX Summary
ABX Cash Flow
REPORTING TREE
ABX Cities
All Cities
Column Headers
GL Acct
Apply Date
@Month
@Month
@Month
Column Detail
Type (GL, Calc, etc.): DESC ACCT TAPL TDOC GL GL GL
Book Code/Attribute Category: ACTUAL ACTUAL ACTUAL
Fiscal Year: BASE BASE BASE
Period Code: BASE-2 BASE-1 BASE
Current Per/YTD: CUR CUR CUR
Calc Formula:
Column Width: 40
Extra Spaces Before Col:
Special Format Mask:
Print Control:
Column Restrictions:
Reporting Unit:
Currency Code:
Currency Display:
Currency Rate Subtype ID:
Account Filter:

Reporting Trees

Reporting tree allows you to model a very sophisticated reporting structure and view their organization in many different ways. Reporting Trees provide additional flexibility to reports by allowing you to leverage the organizational logic built into the General Ledger account structure via account segments.

Sage Intelligence Trees may be created in a very similar way to FRx reporting trees. Hierarchical structures are achieved by using the drag and drop feature in the Sage Intelligence tree pane.

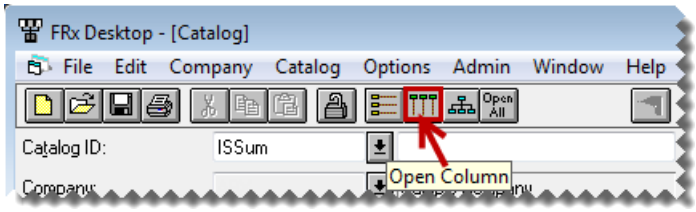
FRx Reporting Tree	Sage Intelligence Trees
Company	Company Filter. Identical to FRx the company filter has the ability to specify a single company or any company.
Unit Code	Name
Title/Description	Sage Intelligence does not require an additional description but rather uses the “Name” specified.
Acct Mask	Account Filter Rule
Email	Once you have converted your report, you can use Distribution features to link your worksheet to a Distribution Instruction. For more information on Distribution please refer to the Sage Intelligence Reporting User Guide. **Note Advanced Distribution Instructions support within Excel is only available with Sage 100 ERP Intelligence Reporting 4.5 & later.*

Converting FRx Reports

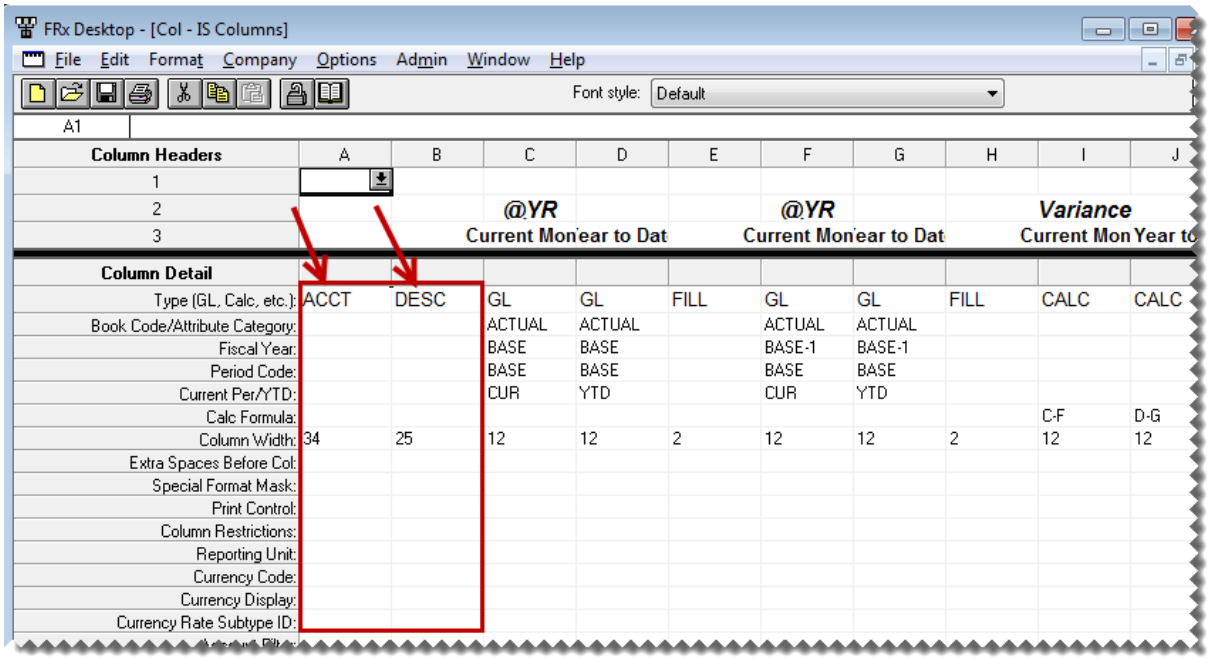
1. Prepare the FRx Report for Export

The first step is to prepare the FRx report to ensure that the data required by Sage Intelligence Reporting formulas is exported to Microsoft Excel.

1. Open FRx Report Designer.
2. Log in to the Company which contains the reports you wish to convert.
3. Select Catalog of Reports.
4. Select the Catalog ID of the report you wish to convert.
5. Click **Open**.
6. Click **Open Column** in the toolbar.

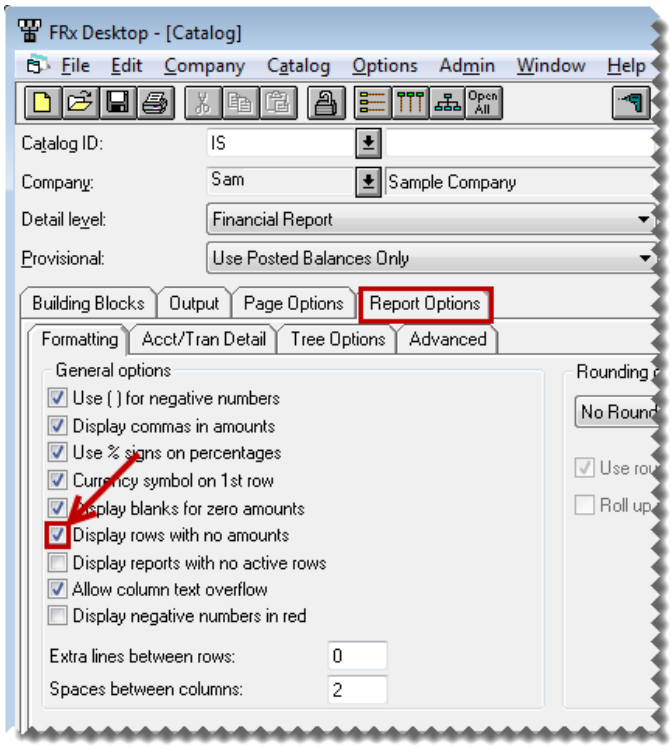


7. Ensure there is a column of type **ACCT** and **DESC**. This will ensure the Account Code and Descriptions from the Row Format are exported. If either of the columns are not present, add them.

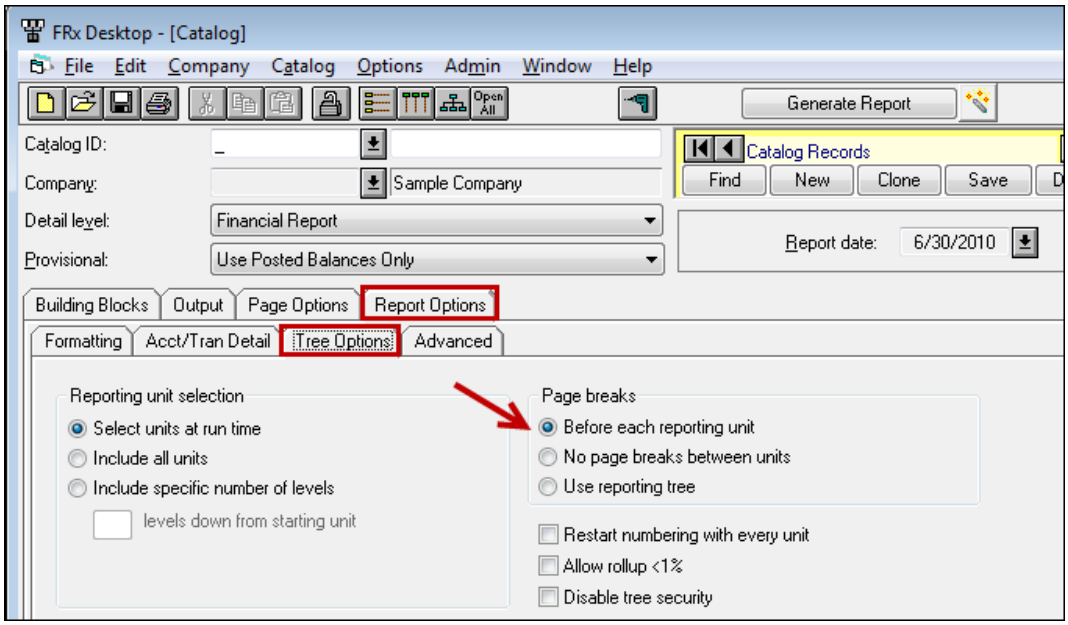


8. Save and Close the Columns.

9. Select **Report Options**.
10. Under **Formatting** ensure that the option **Display rows with no amounts** is selected. This will ensure that all of the accounts are exported even if it has zero balances.

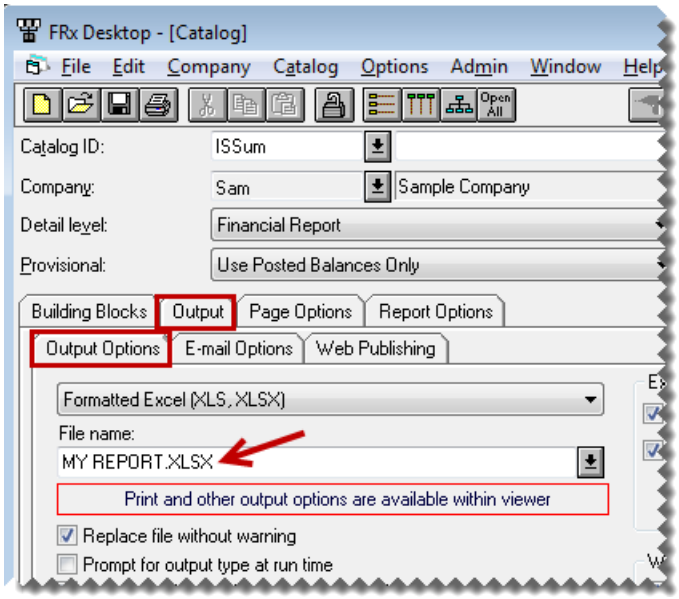


11. Click **Report Options**, **Tree Options**.
12. Ensure the Page breaks option is set to either, **before each reporting unit** or **Use reporting tree**.

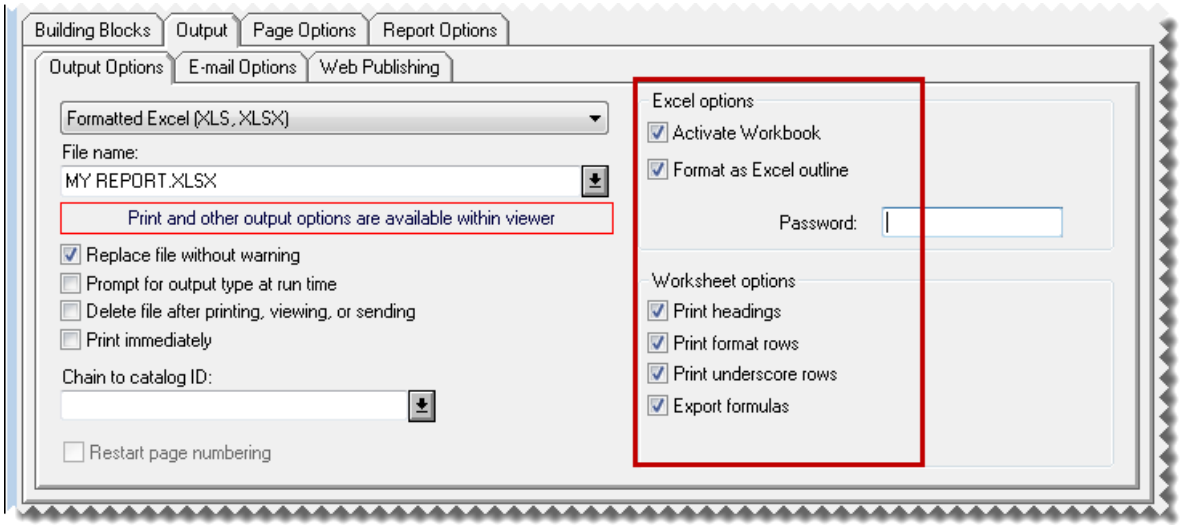


2. Export the FRx Report to Microsoft Excel

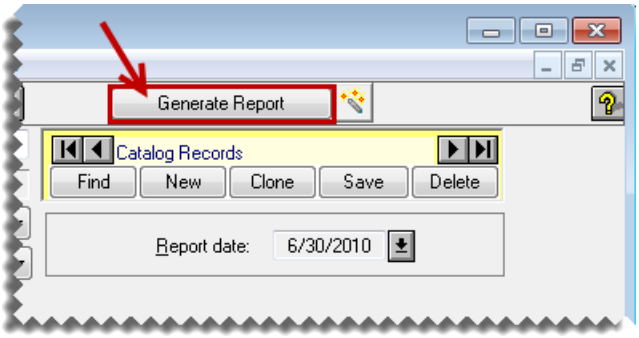
13. Click **Output**, **Output Options**.
14. Change the output type to **Formatted Excel (XLS, XLSX)**.
15. In order for the report to be compatible with the Sage Report Designer Add-In report, the report must be saved in the latest format. Change the file name extension to .**XLSX**.



16. Select all of the Excel options.

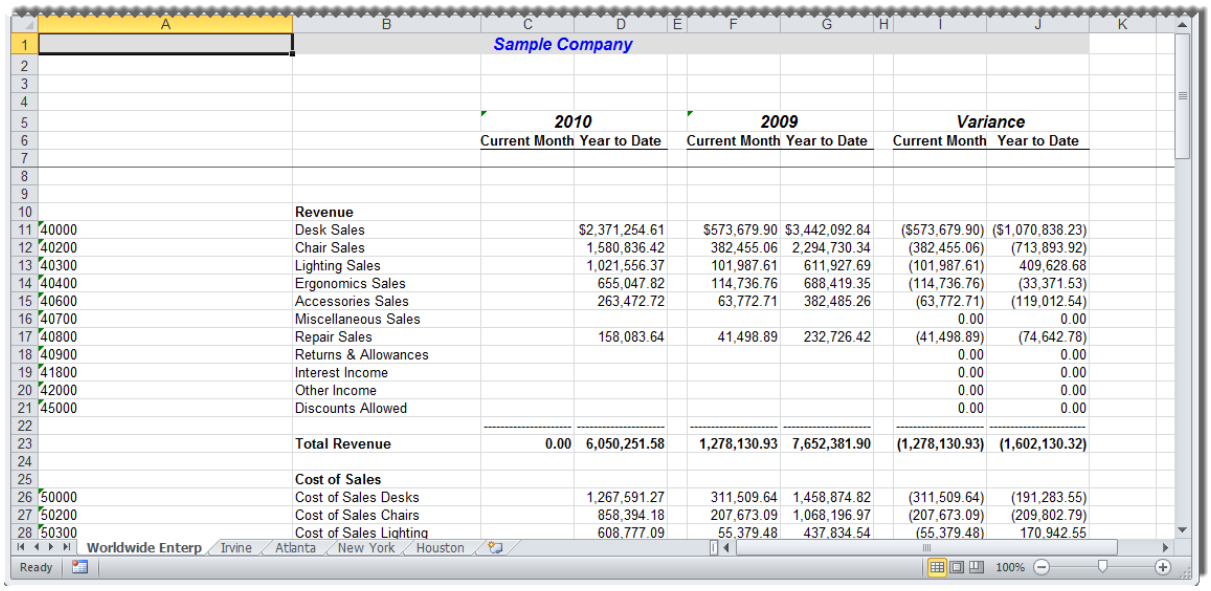


17. Click **Generate Report**.



Microsoft Excel will open with your FRx report generated.

Example of an exported report:



		2010		2009		Variance	
		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
	Revenue						
40000	Desk Sales		$2,371,254.61	$573,679.90	$3,442,092.84	($573,679.90)	($1,070,838.23)
40200	Chair Sales		1,580,836.42	382,455.06	2,294,730.34	(382,455.06)	(713,893.92)
40300	Lighting Sales		1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68
40400	Ergonomics Sales		655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)
40600	Accessories Sales		263,472.72	63,772.71	382,485.26	(63,772.71)	(119,012.54)
40700	Miscellaneous Sales					0.00	0.00
40800	Repair Sales		158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)
40900	Returns & Allowances					0.00	0.00
41800	Interest Income					0.00	0.00
42000	Other Income					0.00	0.00
45000	Discounts Allowed					0.00	0.00
	Total Revenue	**0.00**	**6,050,251.58**	**1,278,130.93**	**7,652,381.90**	**(1,278,130.93)**	**(1,602,130.32)**
	Cost of Sales						
50000	Cost of Sales Desks		1,267,591.27	311,509.64	1,458,874.82	(311,509.64)	(191,283.55)
50200	Cost of Sales Chairs		858,394.18	207,673.09	1,068,196.97	(207,673.09)	(209,802.79)
50300	Cost of Sales Lighting		608,777.09	55,379.48	437,834.54	(55,379.48)	170,942.55

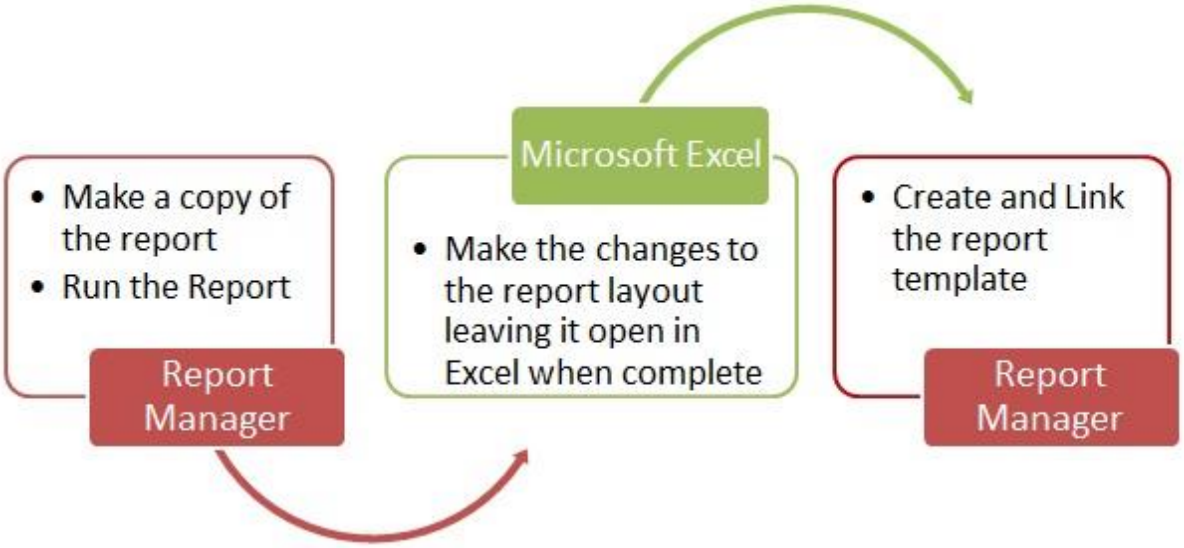
3. Convert the Exported FRx Report

The next step is to copy the static FRx report created previously in the **Exporting Reports** topic and convert it to a report that Sage Intelligence Reporting can execute against your ERP database. This is discussed in more detail in the topic, **Step By Step Example Report Conversions**, later within this guide.

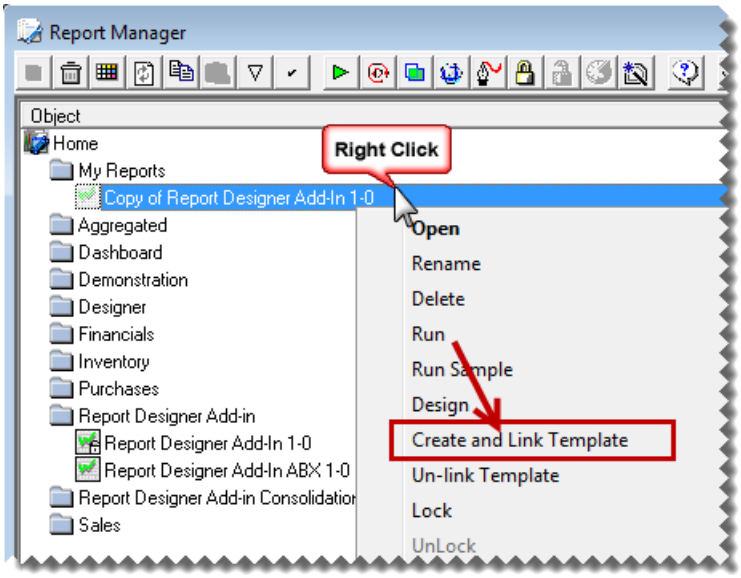
4. Save the Report to Sage Intelligence Reporting

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

The process to Create and Link the report template is as follows:

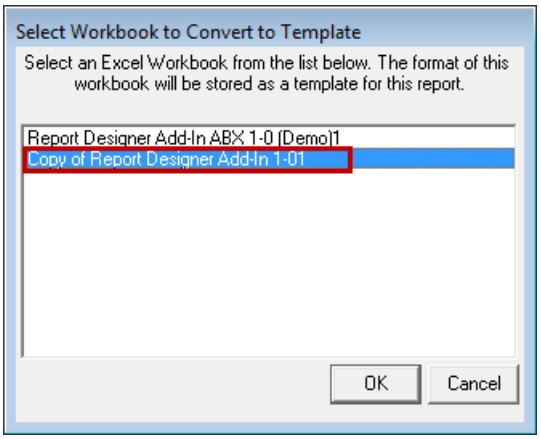


1. Open the Sage Intelligence Reporting Report Manager.
2. Right-click on the report for which the changes were made, and select **Create and Link Template**.

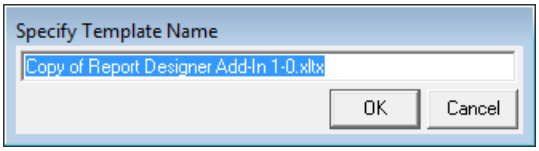


3. In the window that appears, select the Microsoft Excel workbook which contains the changes you made.

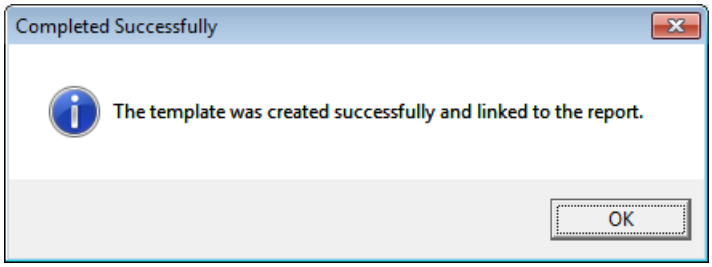
NOTE: All Microsoft Excel workbooks that you have opened will be listed in the window, so ensure you select the correct Microsoft Excel workbook to create and link.



4. Click **OK**.
5. When prompted you may change the name of the template. Doing so ensures that the original template is not overwritten with the copy.



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


Completed Successfully
The template was created successfully and linked to the report.
OK

7. Click **OK**.

5. Verify the Report Data

When the report conversion is complete, we recommend that you conduct a quality assurance check to verify that all data has been converted correctly.

18. Generate the report in Sage Intelligence Reporting, and then compare the report to the original report in Microsoft FRx to ensure that the data is identical.

FRx

	Sample Company			
	SUMMARY INCOME STATEMENT			
	Fiscal Year: 2010			
		Actual Period 6 YTD	**Original Budget YTD**	**Revised Budget YTD**
(40000 TO 45000)	**NET SALES**	**$6,050,251.58**		
	COSTS AND EXPENSES			
(50000 TO 58000)	Cost of Sales	3,717,486.61	733,718.52	807,090.37
77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00	103,400.00
67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	2,040,635.65	2,244,699.24
76500	Travel Expense	95,389.09	152,982.02	168,280.22
79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04
89000 +(9????)	Other Income and Expense	49.00		
	TOTAL COST AND EXPENSES	**5,310,806.98**	**3,051,932.59**	**3,357,125.87**
	NET INCOME FROM OPERATIONS	**739,444.60**	**(3,051,932.59)**	**(3,357,125.87)**

Sage Intelligence Reporting

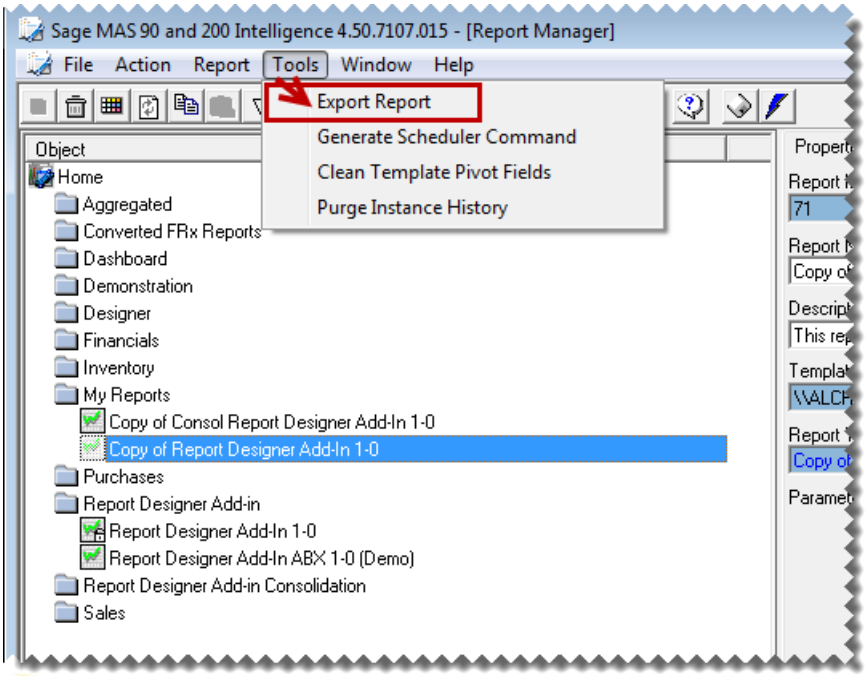
	SAMPLE COMPANY			
	SUMMARY INCOME STATEMENT			
	Fiscal Year: 2010			
	Fiscal Period: 06			
		Actual YTD	**Original Budget YTD**	**Revised Budget YTD**
(40000 TO 45000)	**NET SALES**	**6,050,251.58**	**0.00**	**0.00**
	COSTS AND EXPENSES			
50000 TO 58000	Cost of Sales	3,717,486.61	733,718.52	807,090.37
77000 + 77500	Salary and Wage Expense	94,000.00	94,000.00	103,400.00
67000 + (68000 TO 79000) + 98500	Operating Expenses	1,382,804.47	2,040,635.65	2,244,699.24
76500	Travel Expense	95,389.09	152,982.02	168,280.22
79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04
89000 + 9????	Other Income and Expense	49.00	0.00	0.00
	TOTAL COST AND EXPENSES	**5,310,806.98**	**3,051,932.59**	**3,357,125.87**
	NET INCOME FROM OPERATIONS	**739,444.60**	**(3,051,932.59)**	**(3,357,125.87)**

Exporting and Sending Converted Report Layouts

Report layouts can be created in one Sage Intelligence Reporting system and distributed to other Sage Intelligence Reporting systems. The export function creates a compressed file with an **.al_** extension which can be imported into other systems.

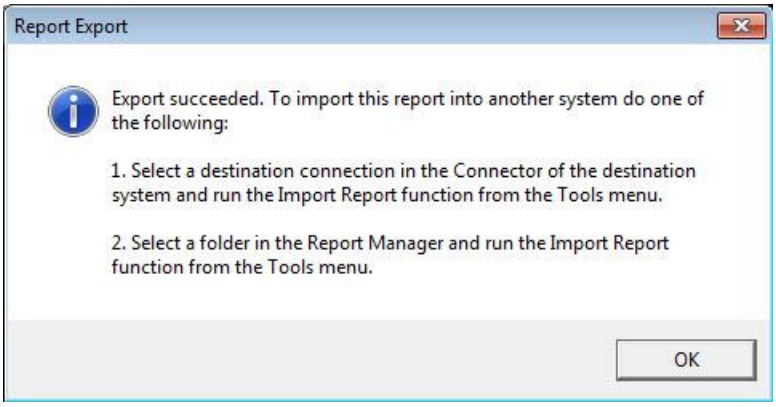
Exporting Reports

1. In the Report Manager, select the report you would like to export.
2. From the object window, click on **Tools** and then click **Export Report**.



TIP: You can also right-click on the desired report and select **Export Report**.

3. When prompted, browse to the location where you want to store the exported report layout.
4. Click **Save**. A message will appear to confirm that your export succeeded.



5. Click **OK**.

Copying Reporting Trees to Other Sage Intelligence Reporting Systems

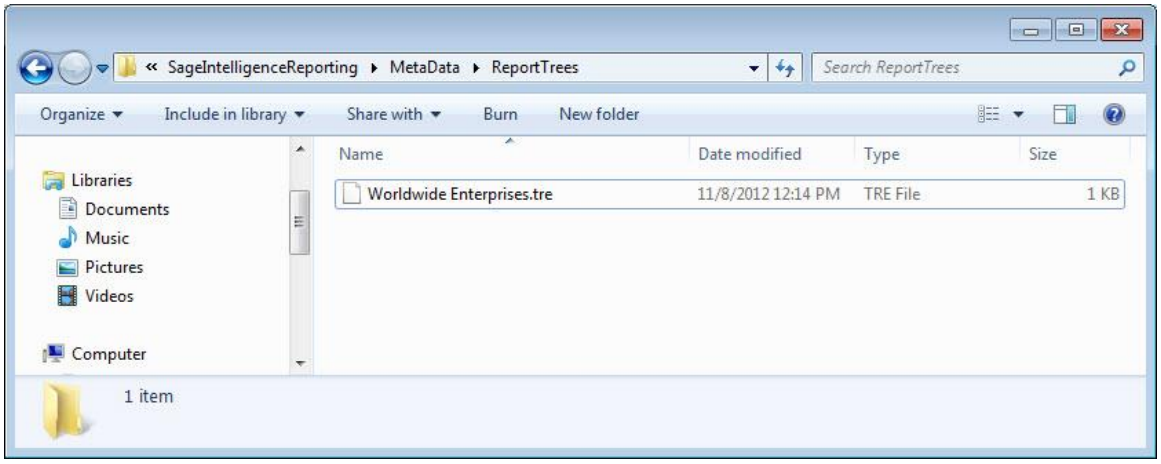
To copy Reporting Trees to other Sage Intelligence Reporting systems, you will need to locate your metadata repository and copy the required Reporting Tree files.

TO LOCATE THE METADATA REPOSITORY:

1. Open Report Manager.
2. Select **Home**.
3. In the properties tab on the right hand side of the screen, under **MetaData Repository Location**, note the path to your metadata repository.

TO COPY THE REQUIRED REPORTING TREES:

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



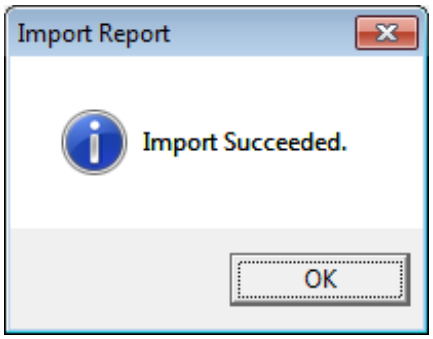
4. Send exported report along with the reporting tree definition file(s) to another Sage Intelligence Reporting user.

Importing Reports

1. In the Report Manager, on the destination Sage Intelligence Reporting system, click on the Home object or the folder in which you wish to import the report.
2. From the **Tools** menu, select Import Report.
3. Browse to the report file to be imported (file with the _al extension) and click **Open**.
4. In the **Import Report** window, select the Target Connection.

5. Click Import.

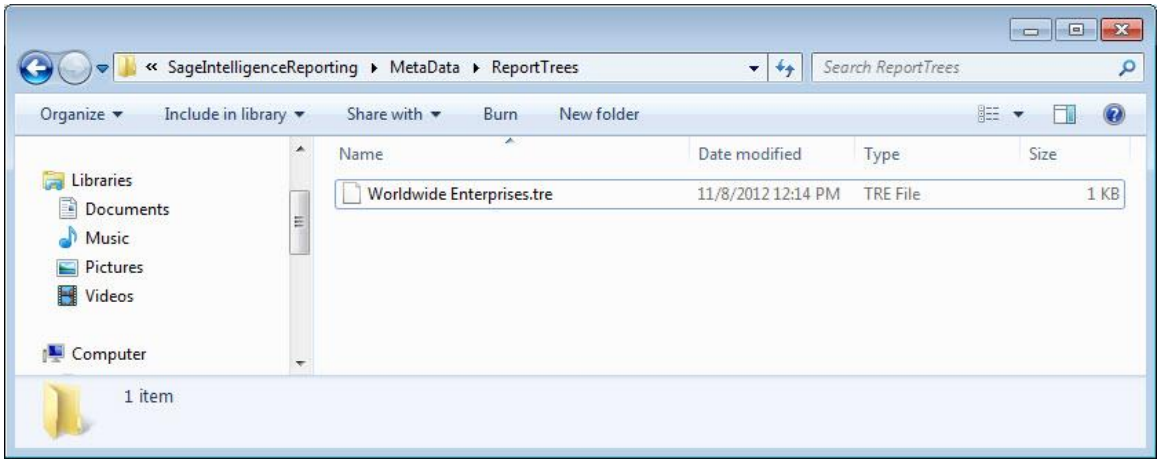
If the report you are importing refers to a container that already exists, the following message will appear, select **Yes** to use the existing container or select **No** to create a container with a new name. The following confirmation message will appear.



6. Click OK.
7. Double-click on the folder to refresh.

Importing 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.



Step By Step Example Report Conversions

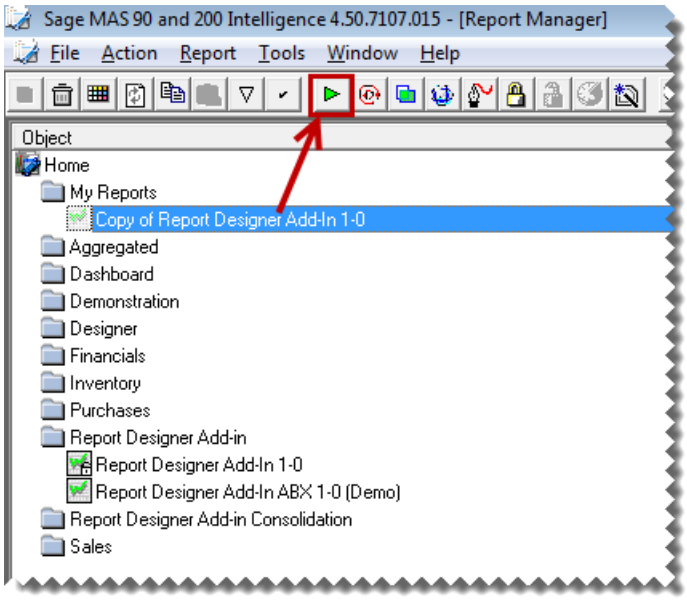
NOTE: All of the following example report conversions assume you have you **prepared** and **exported** your FRx report into Microsoft Excel before starting. If you haven't prepared and exported your FRx report yet, please see the following earlier sections within this document:

Report Conversion Process
1. Prepare the FRx Report for Export
2. Export the FRx Report to Microsoft Excel

Basic Summarized Income Statement

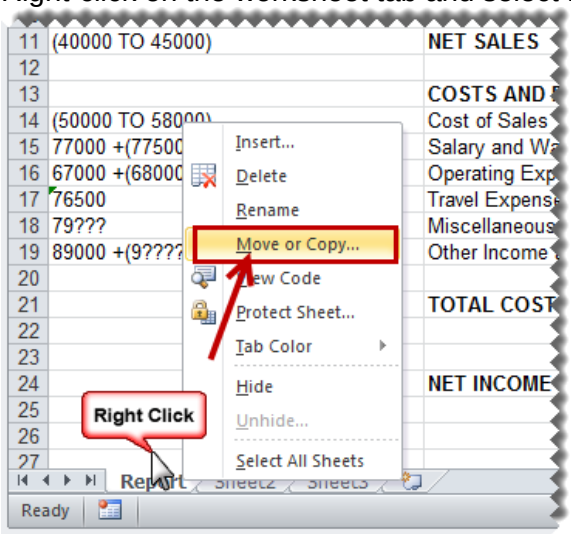
This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence Reporting can execute against your ERP database.

1. Open the Report Manager in Sage Intelligence Reporting.
2. Copy the Report Designer Add-In report.
3. Paste the report into an existing folder or create a new folder.
4. Run the copied Report Designer Add-In report.

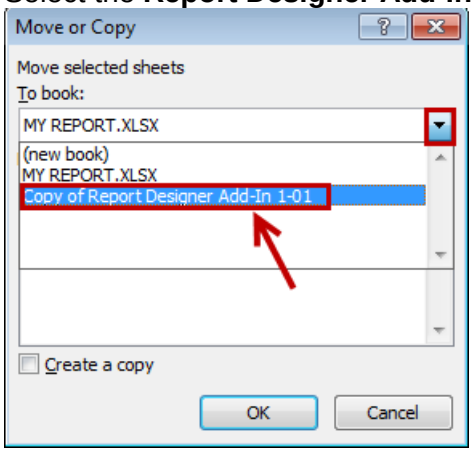


5. In Microsoft Excel, open the FRx report created previously if it is not already open.

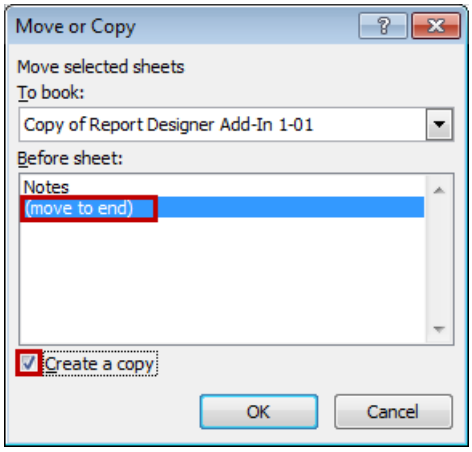
6. Right-click on the worksheet tab and select **Move or Copy**.



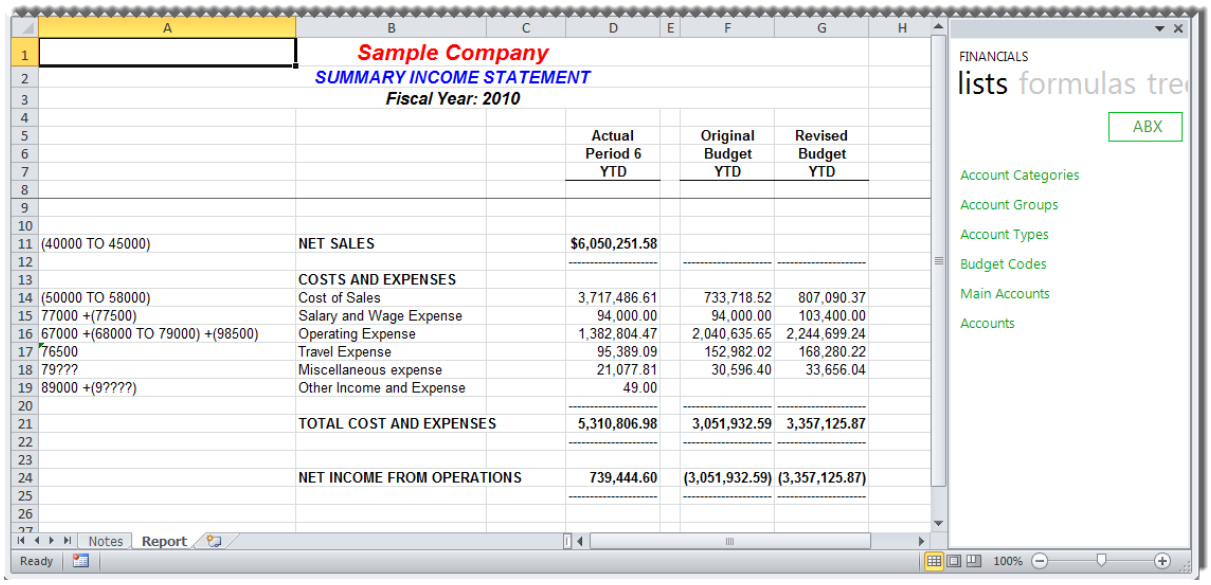
7. Select the **Report Designer Add-In** report from the drop down list.



8. Select **(move to end)**.
9. Select **Create a copy**.

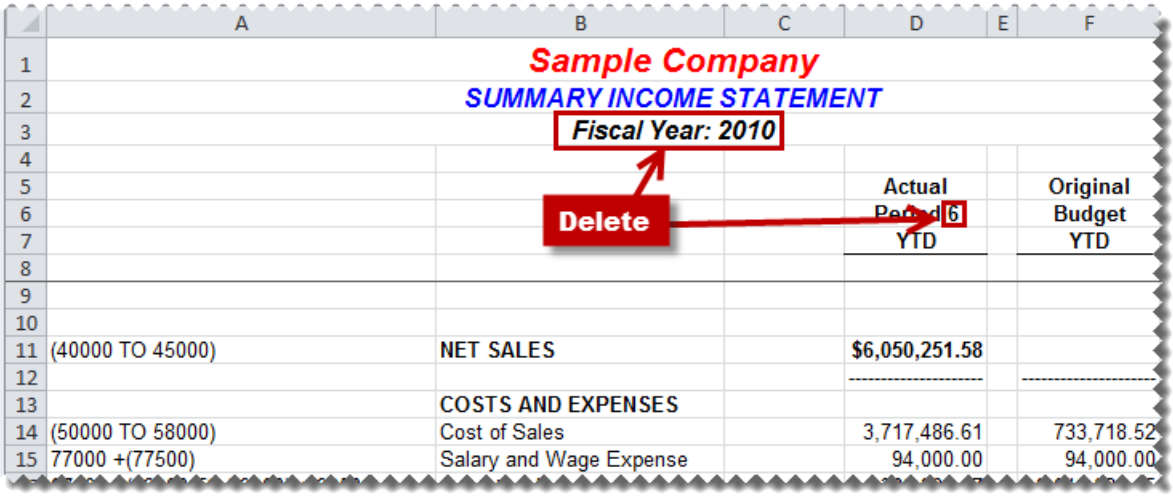


10. The copied worksheet will appear in the Report Designer Add-In worksheet. We will now use the Report Designer Add-In to modify the report.

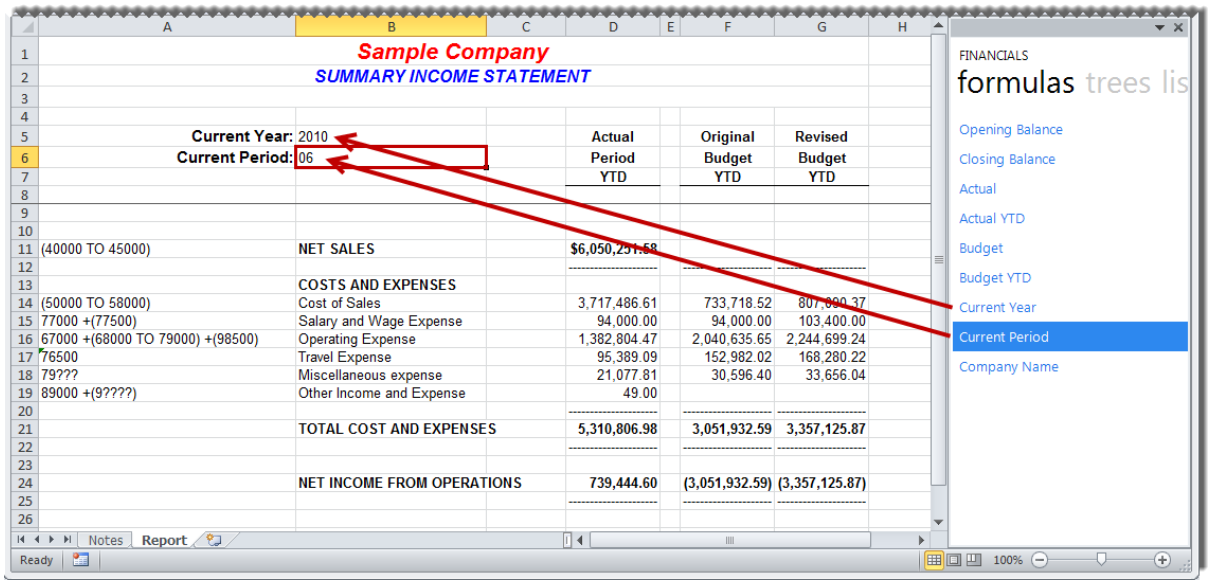


Next we are going to remove the existing titles for current year and current period and replace them with Sage Intelligence Reporting formulas allowing the report to update automatically to the current year and period automatically.

11. Delete the year and period titles.

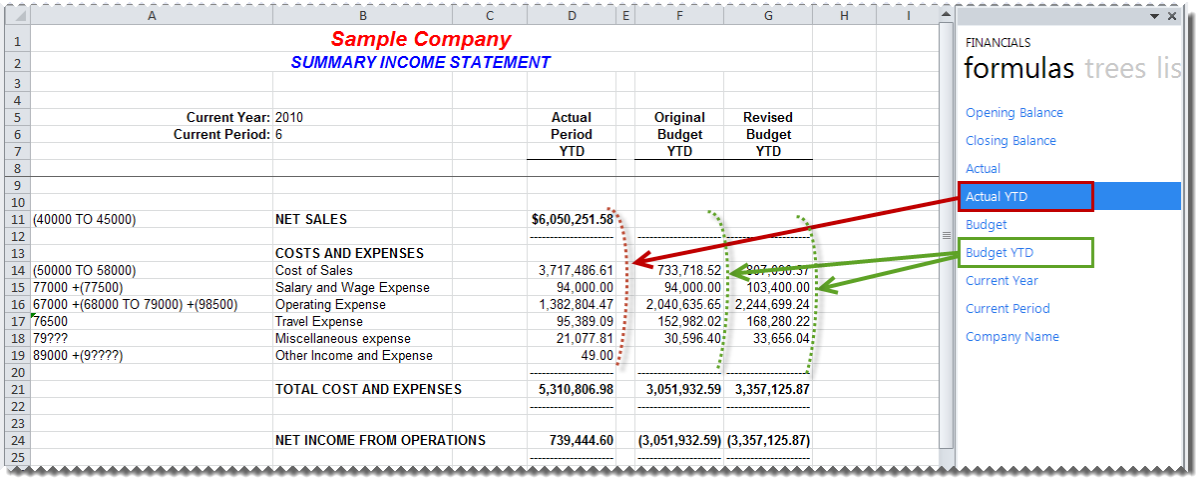


12. Create new titles and drag and drop the **Current Year** and **Current Period** formulas into the required cells.

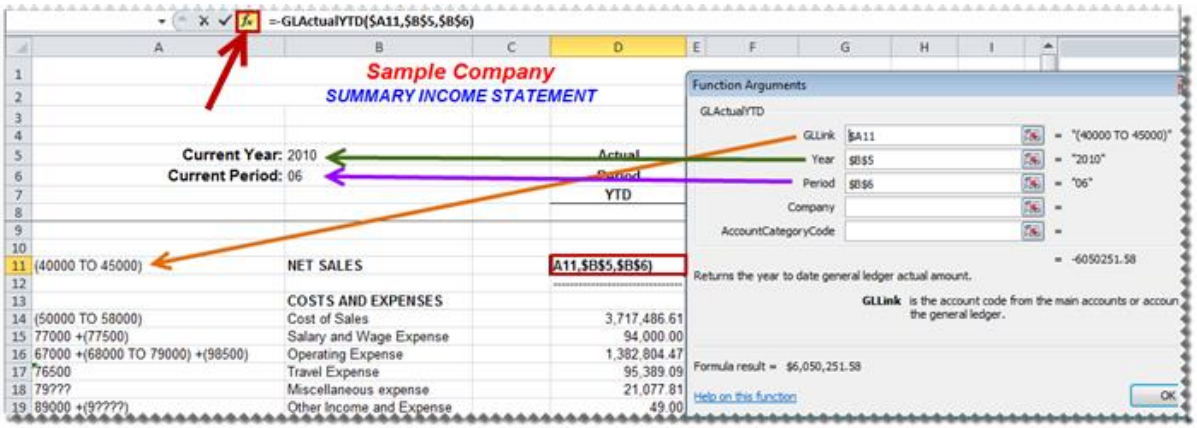


13. Drag and Drop the required formulas into the correct columns.

- The **GLActualYTD** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments.
- The **GLBudgetYTD** formula returns the year to date general ledger budget amount after applying all the filters specified as arguments.

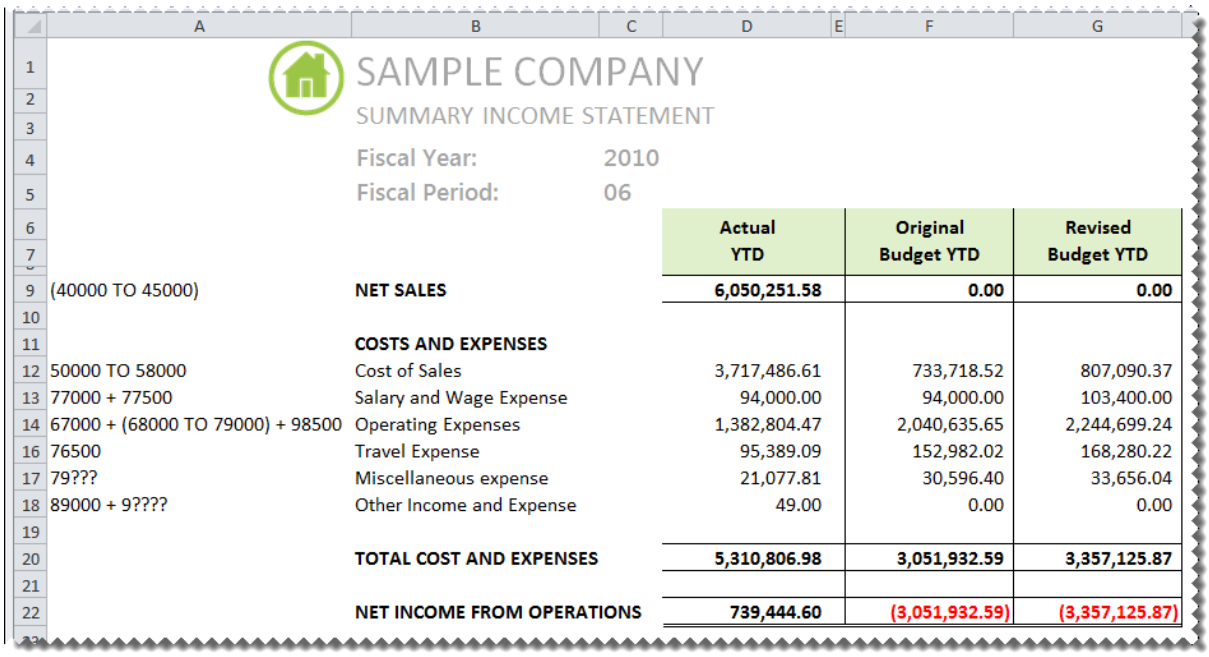


14. Edit the formulas by clicking the ***fx*** button to reference the correct parameters.



15. Copy the formula to other relevant cells.

16. Using Microsoft Excel formatting, you can now use any of the Microsoft Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.



SAMPLE COMPANY

SUMMARY INCOME STATEMENT

Fiscal Year: 2010

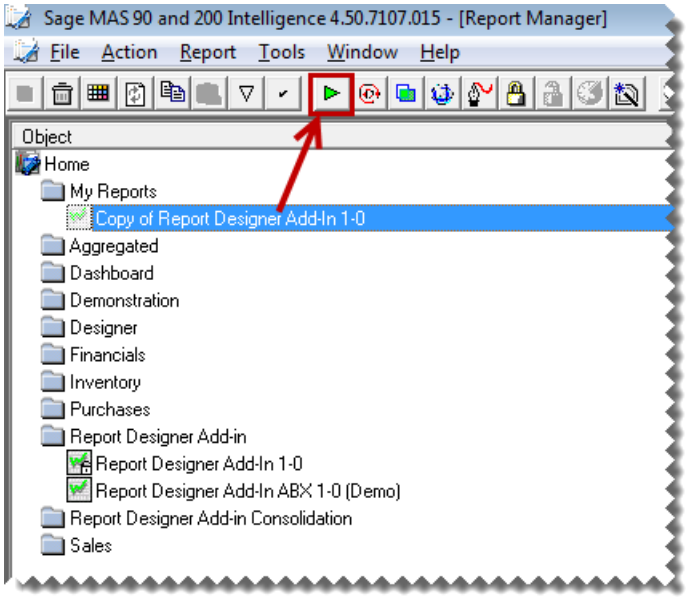
Fiscal Period: 06

		Actual YTD	Original Budget YTD	Revised Budget YTD
(40000 TO 45000)	**NET SALES**	**6,050,251.58**	**0.00**	**0.00**
	COSTS AND EXPENSES			
50000 TO 58000	Cost of Sales	3,717,486.61	733,718.52	807,090.37
77000 + 77500	Salary and Wage Expense	94,000.00	94,000.00	103,400.00
67000 + (68000 TO 79000) + 98500	Operating Expenses	1,382,804.47	2,040,635.65	2,244,699.24
76500	Travel Expense	95,389.09	152,982.02	168,280.22
79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04
89000 + 9????	Other Income and Expense	49.00	0.00	0.00
	TOTAL COST AND EXPENSES	**5,310,806.98**	**3,051,932.59**	**3,357,125.87**
	NET INCOME FROM OPERATIONS	**739,444.60**	**(3,051,932.59)**	**(3,357,125.87)**

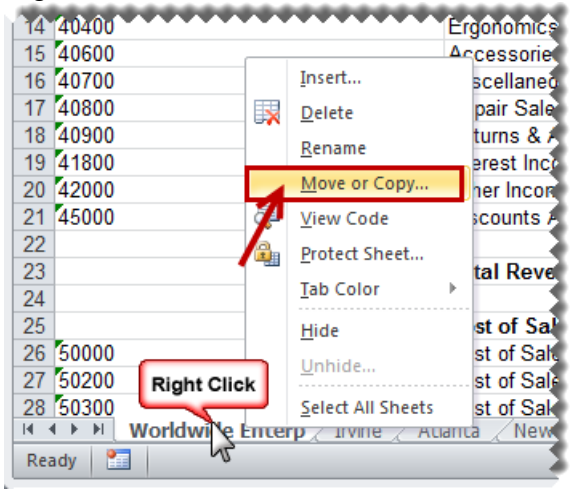
Detailed Income Statement with Reporting Trees

This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence Reporting can execute against your ERP database.

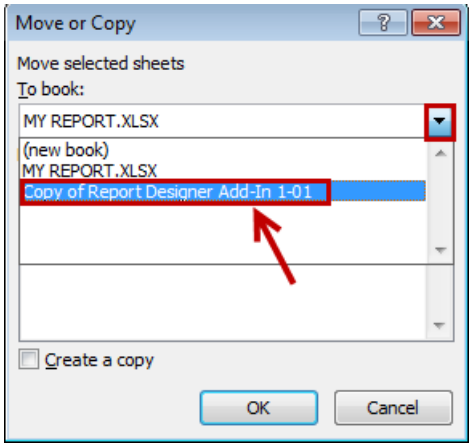
1. Open the Report Manager in Sage Intelligence Reporting.
2. Copy the Report Designer Add-In report.
3. Paste the report into an existing folder or create a new folder.
4. Run the copied Report Designer Add-In report.



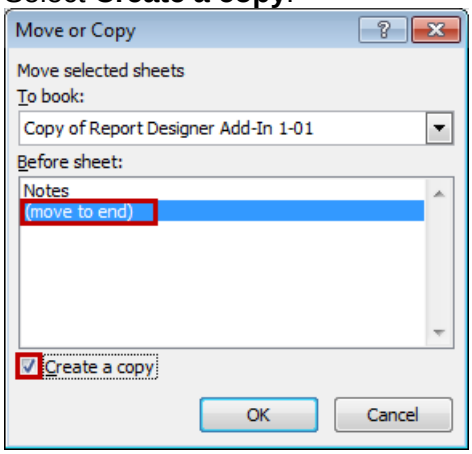
5. In Microsoft Excel, open the FRx report created previously if it is not already open.
6. Right-click on the first worksheet tab and select **Move or Copy**.



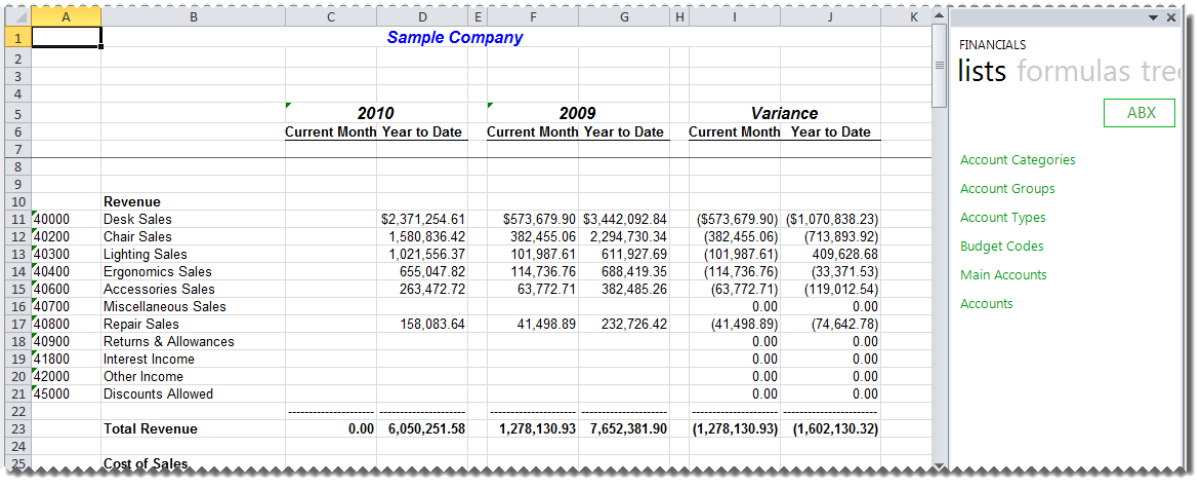
7. Select the **Report Designer Add-In** report from the drop down list.



8. Select **(move to end)**.
9. Select **Create a copy**.



10. The copied worksheet will appear in the Report Designer Add-In worksheet. We will now use the Report Designer Add-In to modify the report.

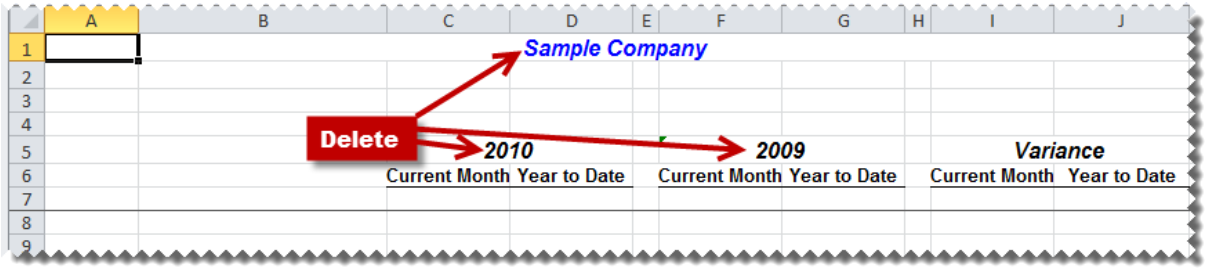


Sample Company

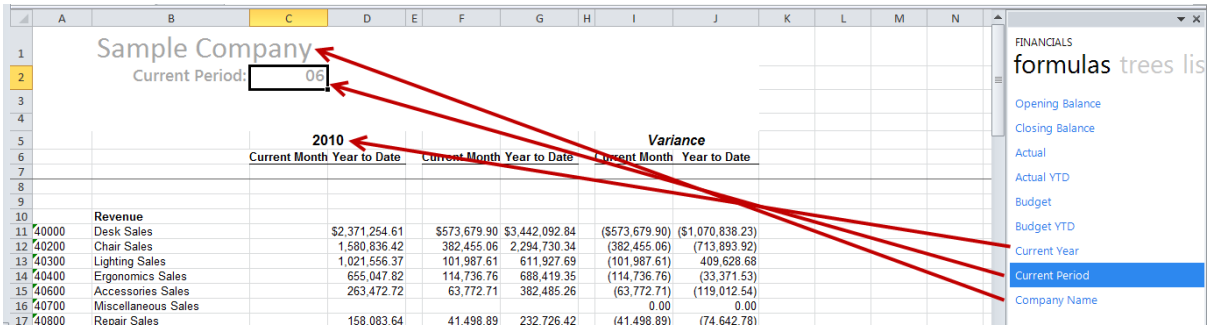
		2010		2009		Variance	
		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
	Revenue						
40000	Desk Sales		$2,371,254.61	$573,679.90	$3,442,092.84	($573,679.90)	($1,070,838.23)
40200	Chair Sales		1,580,836.42	382,455.06	2,294,730.34	(382,455.06)	(713,893.92)
40300	Lighting Sales		1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68
40400	Ergonomics Sales		655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)
40600	Accessories Sales		263,472.72	63,772.71	382,485.26	(63,772.71)	(119,012.54)
40700	Miscellaneous Sales					0.00	0.00
40800	Repair Sales		158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)
40900	Returns & Allowances					0.00	0.00
41800	Interest Income					0.00	0.00
42000	Other Income					0.00	0.00
45000	Discounts Allowed					0.00	0.00
	Total Revenue	0.00	6,050,251.58	1,278,130.93	7,652,381.90	(1,278,130.93)	(1,602,130.32)
	Cost of Sales						

Next we are going to remove the existing titles for current year and company name and replace them with Sage Intelligence Reporting formulas allowing the report to update automatically to the current year, period and company automatically.

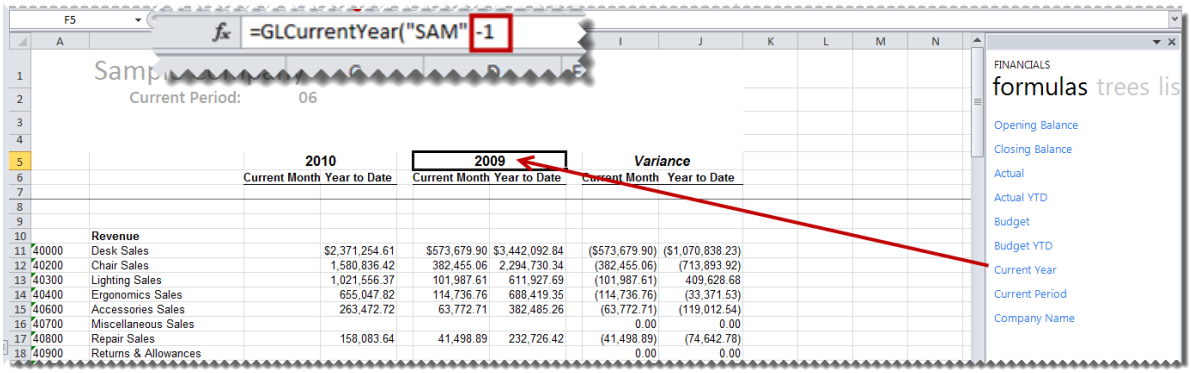
11. Delete any year, period and company titles.



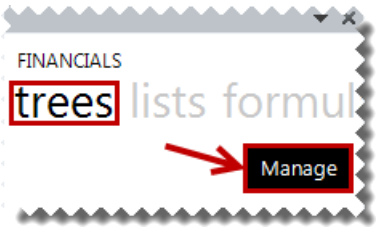
12. Create new titles and drag and drop the **Current Year**, **Current Period** and **Company Name** formulas into the required cells changing to the required formatting.



13. Use the **Current Year** formula with **-1** for the previous year column.

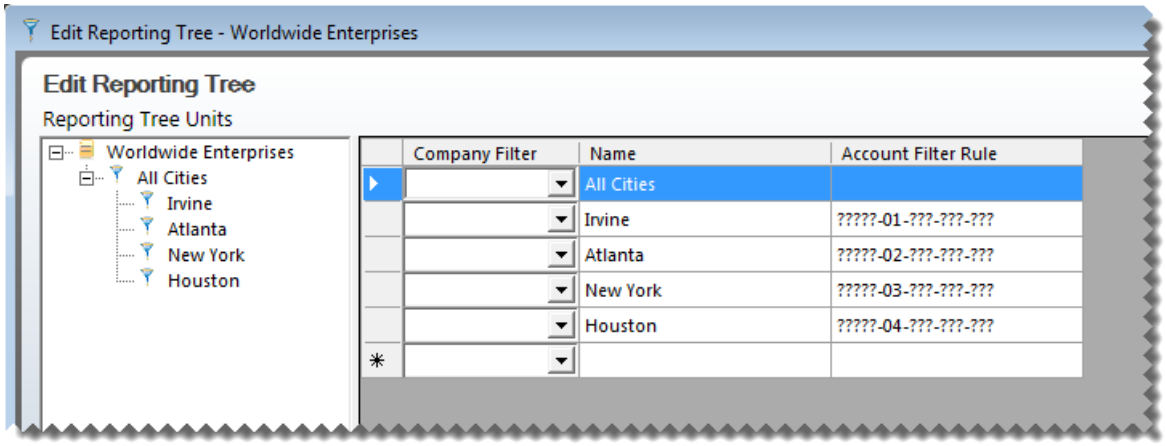


14. If you have not already added reporting trees to Sage Intelligence Reporting, you will need to add them by selecting the **trees** tab and clicking **Manage**. This is discussed in more detail in the Report Designer Add-In user guide.

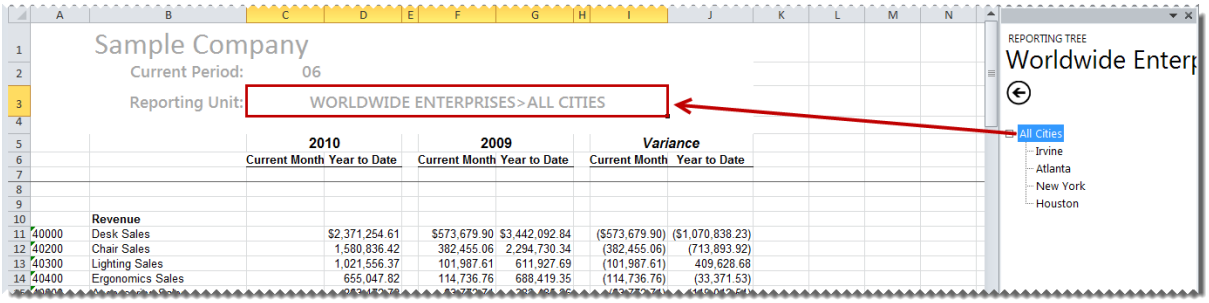


TIP: If you have many reporting trees to convert, reporting trees can be automatically converted one at a time using the Sage FRx Conversion Assistant. This is discussed in more detail in the topic below: Automatically Converting FRx Reporting Trees

15. Add any required reporting trees using account filter rules.



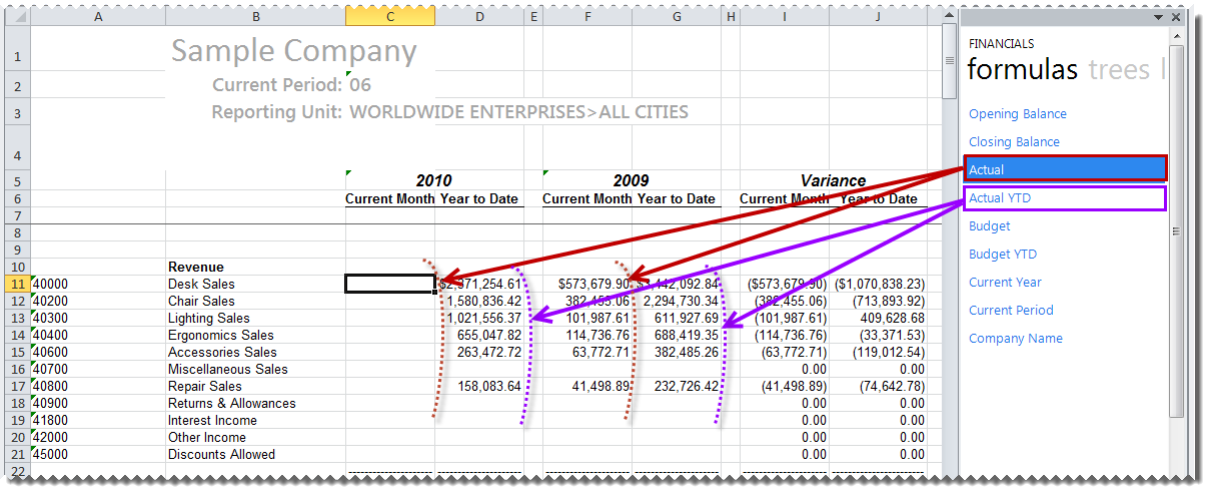
16. In your worksheet, add a title for the reporting unit.
17. Drag and drop the reporting tree unit onto the worksheet.



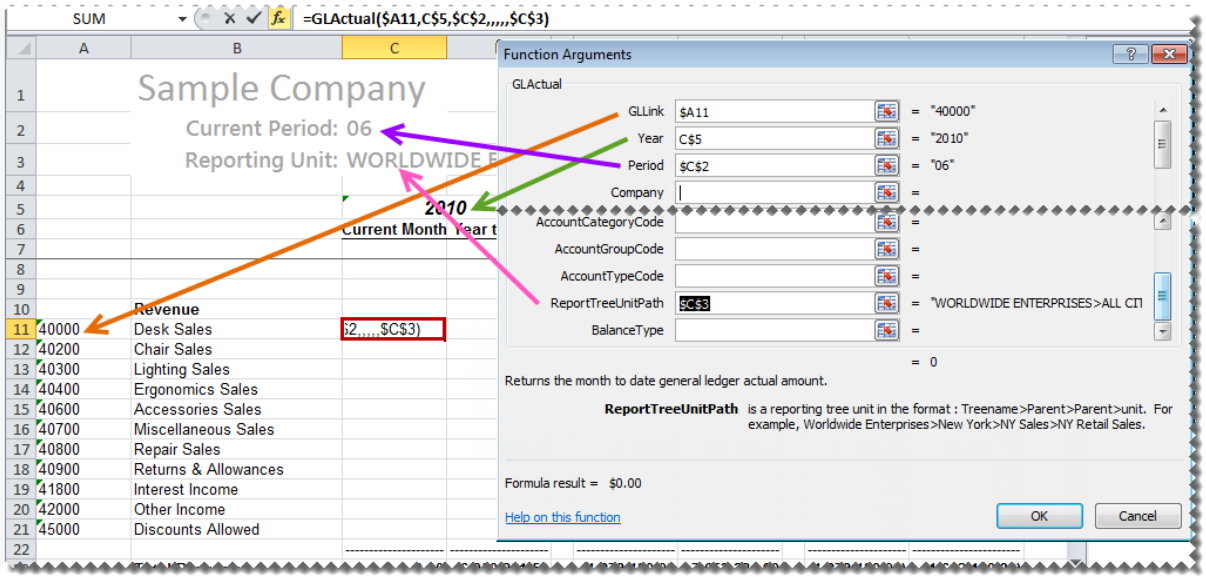
TIP: Where detailed accounts are listed, it is recommended that you use account ranges to cater for any new general ledger accounts that may be added. To later see the detailed transactions the **drill down** feature can be used.

18. Drag and Drop the required formulas into the correct columns.

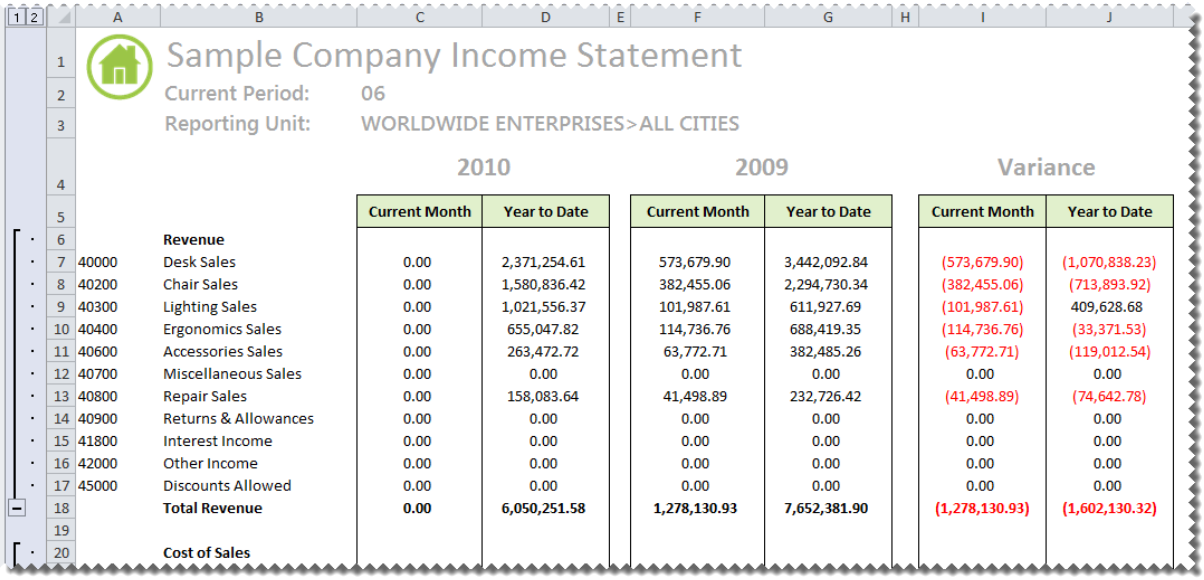
- The **GLActual** formula returns the month to date general ledger actual amount after applying all the filters specified as arguments.
- The **GLActualYTD** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments.



19. Edit the formulas by clicking the ***fx*** button to reference the correct parameters.



20. Copy the formulas down to other relevant cells.
21. For the Variance columns you can use the standard **SUM** Microsoft Excel formula to subtract the columns, example column C-F and column D-G.
22. Using Microsoft Excel formatting, you can now use any of the Microsoft Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.



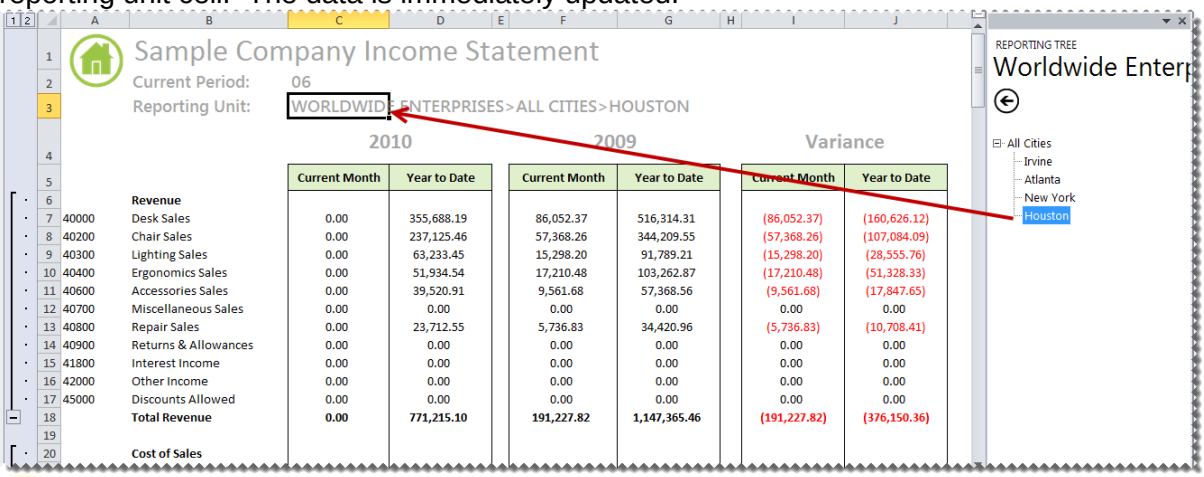
Sample Company Income Statement

Current Period: 06

Reporting Unit: WORLDWIDE ENTERPRISES>ALL CITIES

		2010		2009		Variance	
		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
	Revenue						
40000	Desk Sales	0.00	2,371,254.61	573,679.90	3,442,092.84	(573,679.90)	(1,070,838.23)
40200	Chair Sales	0.00	1,580,836.42	382,455.06	2,294,730.34	(382,455.06)	(713,893.92)
40300	Lighting Sales	0.00	1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68
40400	Ergonomics Sales	0.00	655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)
40600	Accessories Sales	0.00	263,472.72	63,772.71	382,485.26	(63,772.71)	(119,012.54)
40700	Miscellaneous Sales	0.00	0.00	0.00	0.00	0.00	0.00
40800	Repair Sales	0.00	158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)
40900	Returns & Allowances	0.00	0.00	0.00	0.00	0.00	0.00
41800	Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
42000	Other Income	0.00	0.00	0.00	0.00	0.00	0.00
45000	Discounts Allowed	0.00	0.00	0.00	0.00	0.00	0.00
	Total Revenue	**0.00**	**6,050,251.58**	**1,278,130.93**	**7,652,381.90**	**(1,278,130.93)**	**(1,602,130.32)**
	Cost of Sales						

23. To see the report for any other reporting unit, drag the new reporting unit into the reporting unit cell. The data is immediately updated.



Sample Company Income Statement

Current Period: 06

Reporting Unit: WORLDWIDE ENTERPRISES>ALL CITIES>HOUSTON

		2010		2009		Variance	
		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
	Revenue						
40000	Desk Sales	0.00	355,688.19	86,052.37	516,314.31	(86,052.37)	(160,626.12)
40200	Chair Sales	0.00	237,125.46	57,368.26	344,209.55	(57,368.26)	(107,084.09)
40300	Lighting Sales	0.00	63,233.45	15,298.20	91,789.21	(15,298.20)	(28,555.76)
40400	Ergonomics Sales	0.00	51,934.54	17,210.48	103,262.87	(17,210.48)	(51,328.33)
40600	Accessories Sales	0.00	39,520.91	9,561.68	57,368.56	(9,561.68)	(17,847.65)
40700	Miscellaneous Sales	0.00	0.00	0.00	0.00	0.00	0.00
40800	Repair Sales	0.00	23,712.55	5,736.83	34,420.96	(5,736.83)	(10,708.41)
40900	Returns & Allowances	0.00	0.00	0.00	0.00	0.00	0.00
41800	Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
42000	Other Income	0.00	0.00	0.00	0.00	0.00	0.00
45000	Discounts Allowed	0.00	0.00	0.00	0.00	0.00	0.00
	Total Revenue	**0.00**	**771,215.10**	**191,227.82**	**1,147,365.46**	**(191,227.82)**	**(376,150.36)**
	Cost of Sales						

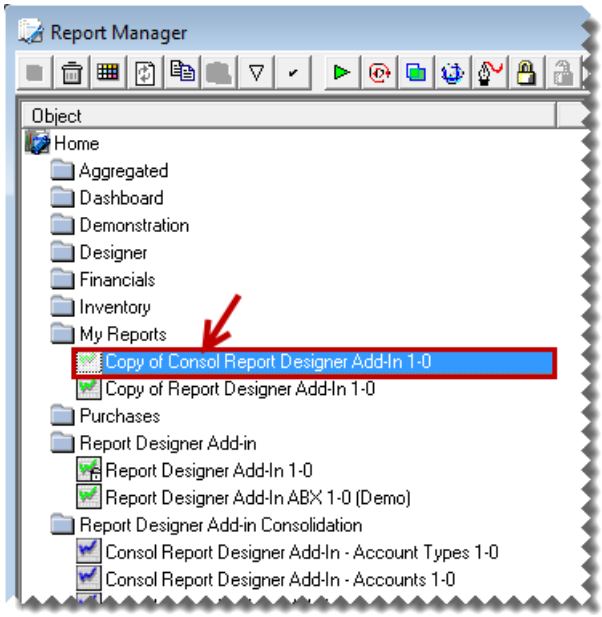
TIP: If you wish to keep a report for each reporting unit, copy the worksheet first and then drag the new reporting unit in the copied worksheet.

Consolidated Income Statement using Reporting Trees

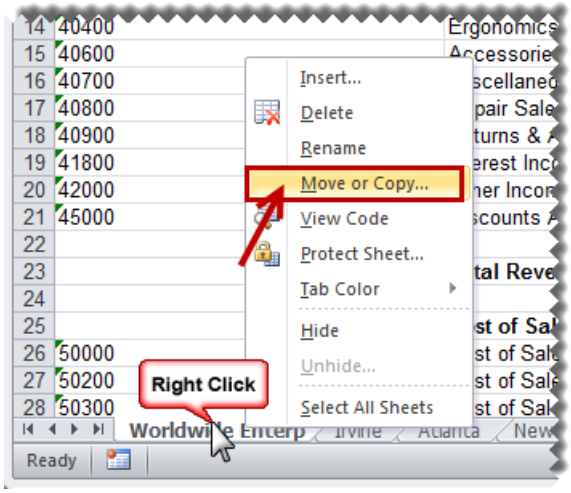
This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence Reporting can execute against your ERP database.

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

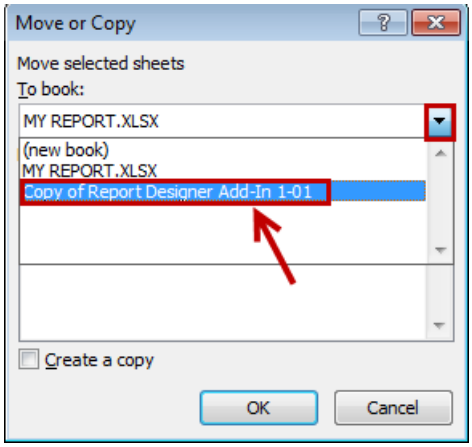
1. Open the Report Manager in Sage Intelligence Reporting.
2. Ensure the Consolidated Report Designer Add-In report has been set up correctly to connect to the company databases you wish to consolidate. Refer to the Report Designer User Guide for more information.
3. Copy the Consol Report Designer Add-In report.
4. Paste the report into an existing folder or create a new folder.



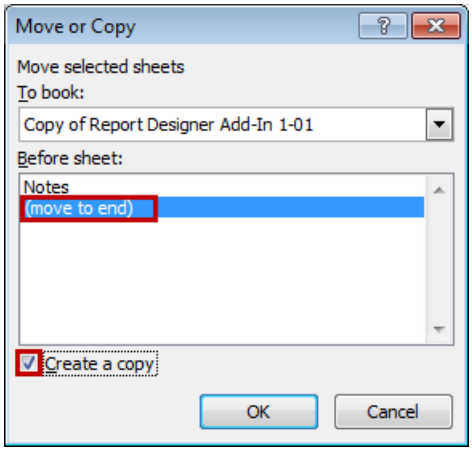
5. Run the copied Consolidated Report Designer Add-In report.
6. In Microsoft Excel, open the FRx report exported previously if it is not already open.
7. Right-click on the first worksheet tab and select **Move or Copy**.



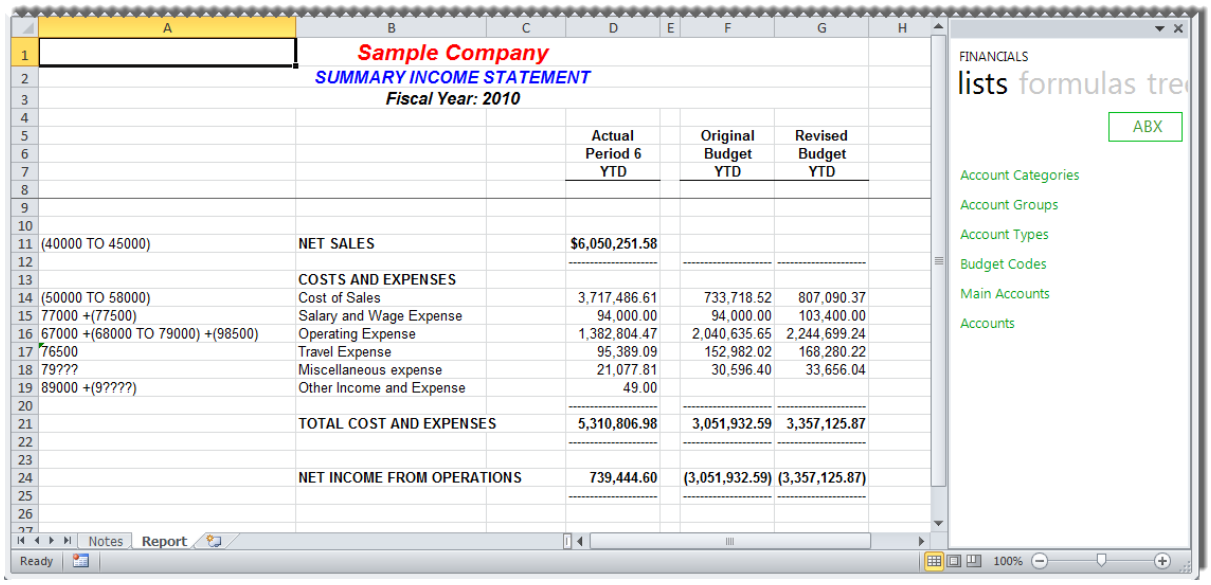
8. Select the **Consolidated Report Designer Add-In** report from the drop down list.



9. Select **(move to end)**.
10. Select **Create a copy**.

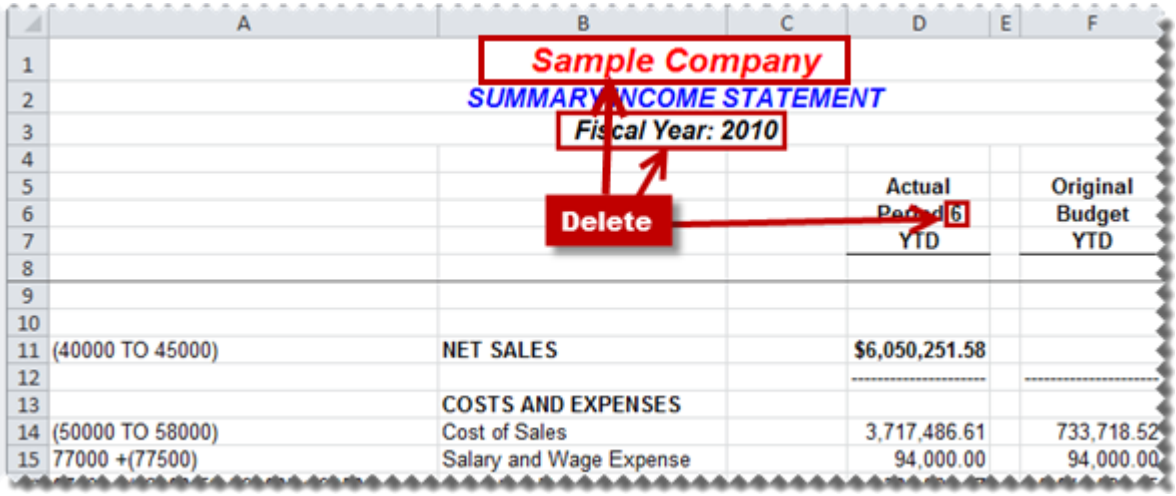


11. The copied worksheet will appear in the Report Designer Add-In worksheet. We will now use the Report Designer Add-In to modify the report.

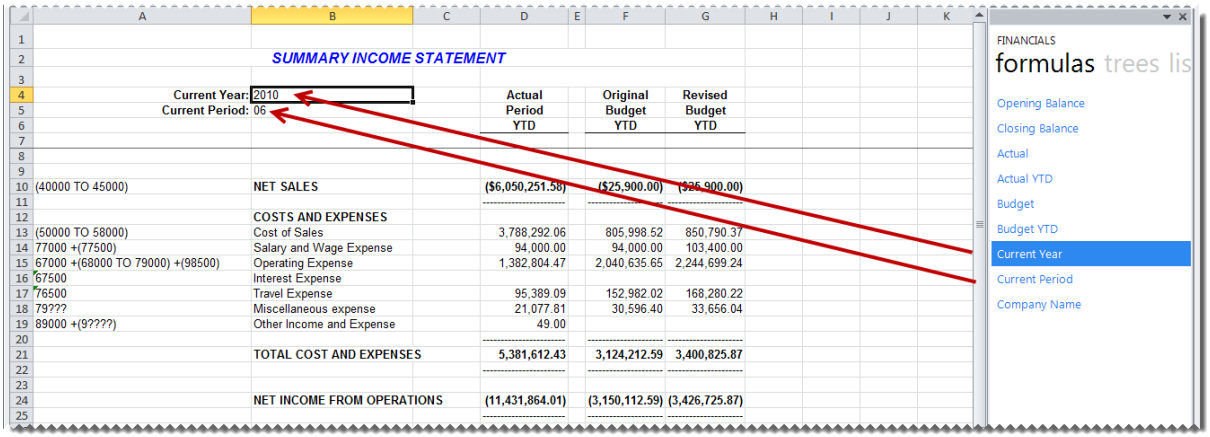


Next we are going to remove the existing titles for current year and company name and replace them with Sage Intelligence Reporting formulas allowing the report to update automatically to the current year, period and company automatically.

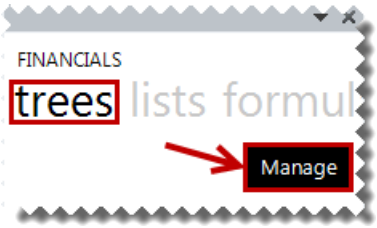
12. Delete the company, year and period titles.



13. Create new titles and drag and drop the **Current Year** and **Current Period** formulas into the required cells.

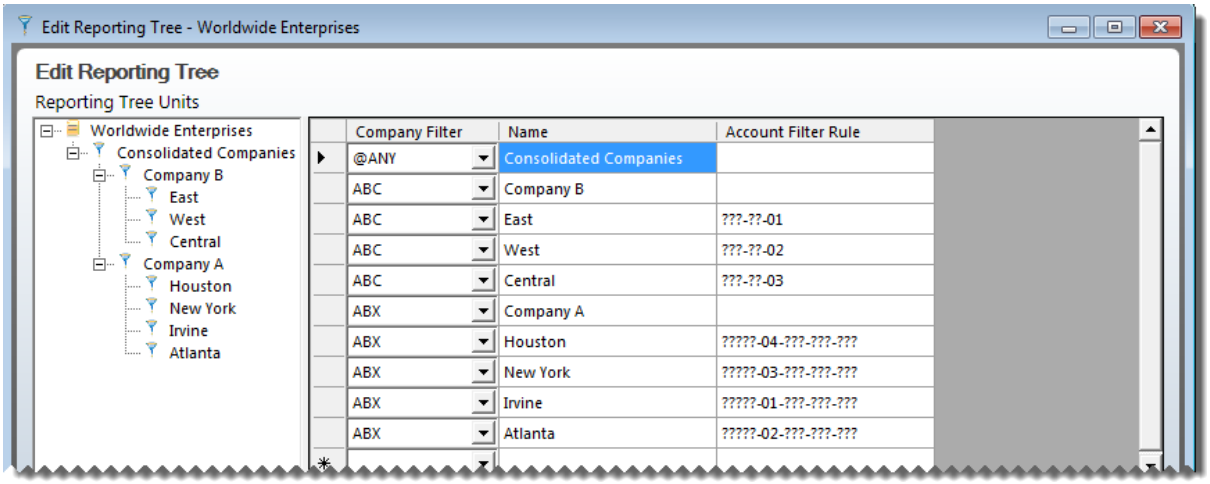


14. If you have not already added reporting trees to Sage Intelligence Reporting, you will need to add them by selecting the **trees** tab and clicking **Manage**. This is discussed in more detail in the Report Designer Add-In user guide.

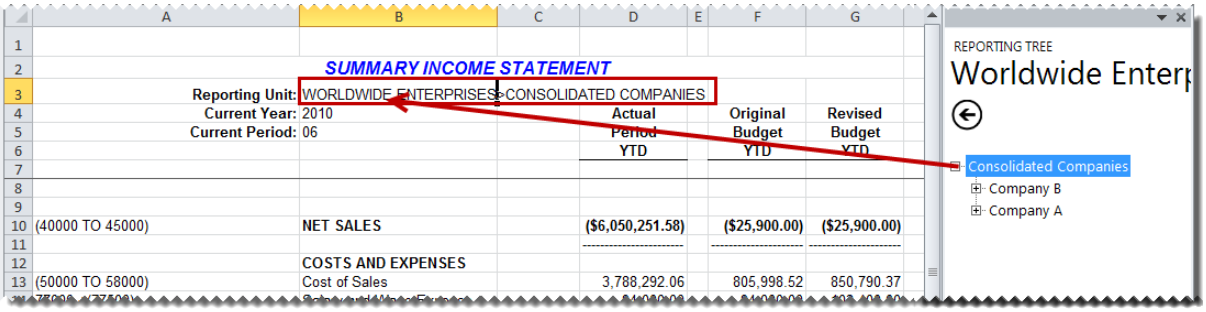


TIP: If you have many reporting trees to convert, reporting trees can be automatically converted one at a time using the Sage FRx Conversion Assistant. This is discussed in more detail in the topic below: Automatically Converting FRx Reporting Trees

15. Add any required reporting trees using account filter rules.

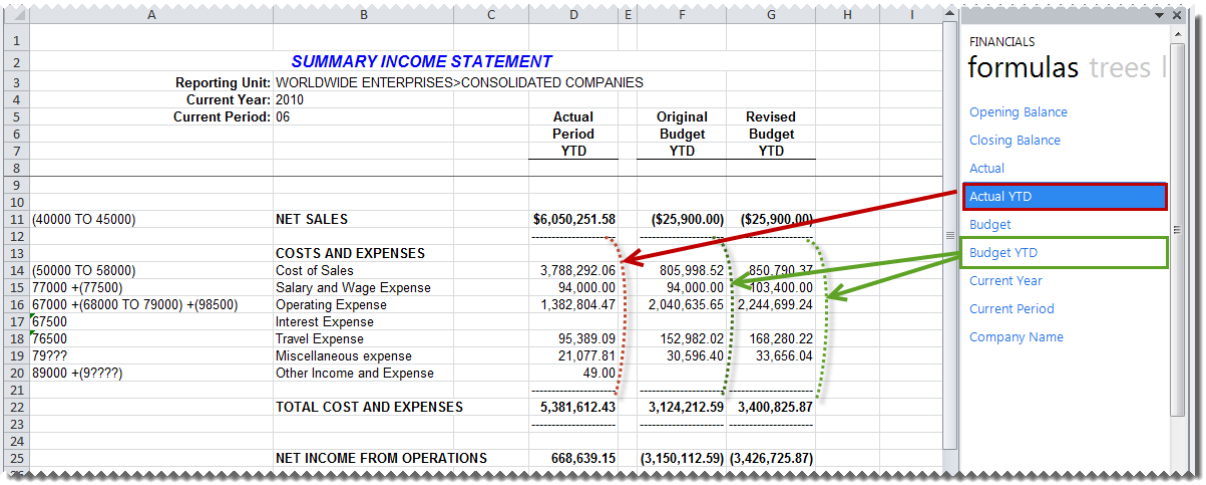


16. In your worksheet, add a title for the reporting unit.
17. Drag and Drop the required reporting unit.

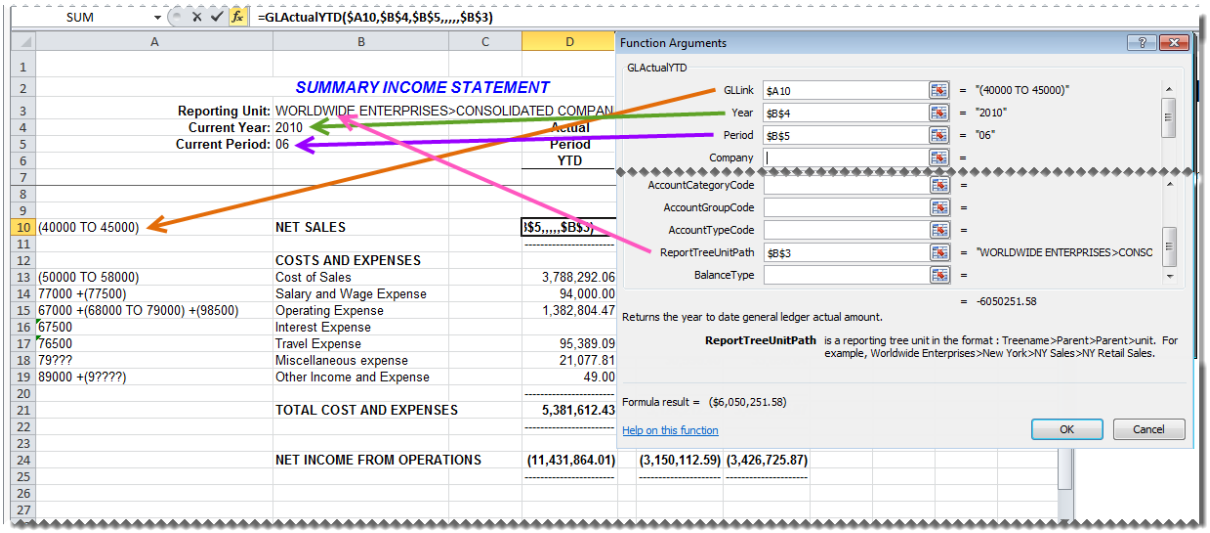


18. Drag and Drop the required formulas into the correct columns.

- The **GLActualYTD** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments.
- The **GLBudgetYTD** formula returns the year to date general ledger budget amount after applying all the filters specified as arguments.



19. Edit the formulas by clicking the ***fx*** button to reference the correct parameters.



TIP: Remember to add the **ReportTreeUnitPath** to the function arguments to ensure the correct company is being reported on.

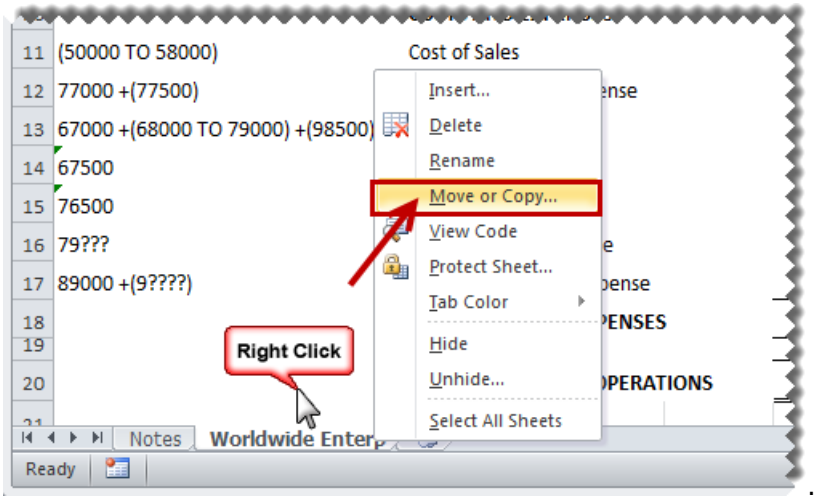
20. Copy the formulas to all of the required cells.
21. Using Microsoft Excel formatting, you can now use any of the Microsoft Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.

SUMMARY INCOME STATEMENT

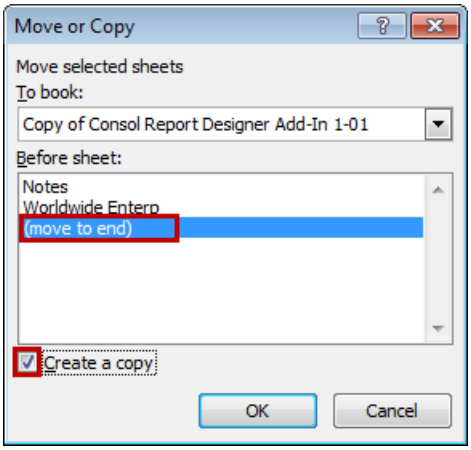
Reporting Unit: WORLDWIDE ENTERPRISES>CONSOLIDATED COMPANIES
Current Year: 2010
Current Period: 06

		Actual Period YTD	Original Budget YTD	Revised Budget YTD
(40000 TO 45000)	**NET SALES**	**6,050,251.58**	**0.00**	**0.00**
		-	-	-
	COSTS AND EXPENSES			
(50000 TO 58000)	Cost of Sales	3,717,486.61	733,718.52	807,090.37
77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00	103,400.00
67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	2,040,635.65	2,244,699.24
67500	Interest Expense	0.00	0.00	0.00
76500	Travel Expense	95,389.09	152,982.02	168,280.22
79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04
89000 +(9????)	Other Income and Expense	49.00	0.00	0.00
	TOTAL COST AND EXPENSES	**5,310,806.98**	**3,051,932.59**	**3,357,125.87**
	NET INCOME FROM OPERATIONS	**739,444.60**	**(3,051,932.59)**	**(3,357,125.87)**

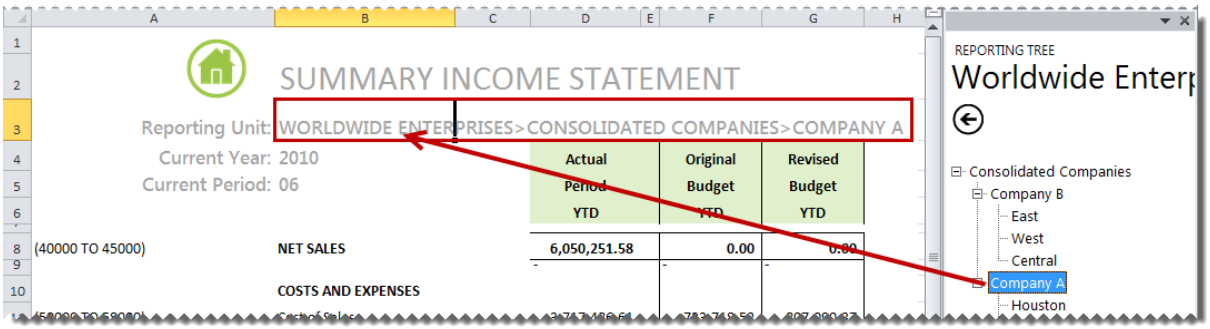
22. Right-click on the worksheet tab, and select **Move or Copy**.



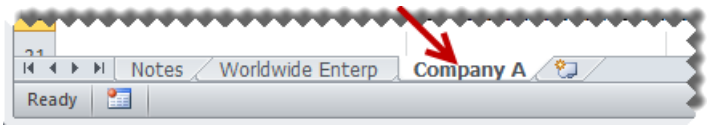
23. Click **(move to end)**.
24. Click **Create a copy**.



25. In the copied worksheet, drag and drop the next reporting unit you would like to report on.



26. Rename the worksheet accordingly.

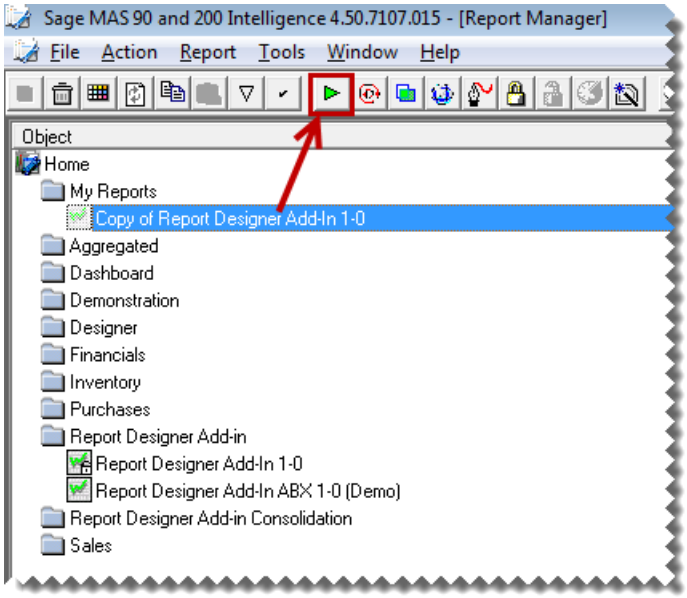


27. Repeat steps 22 to 27 for each additional company/reporting unit you would like to add to your workbook.

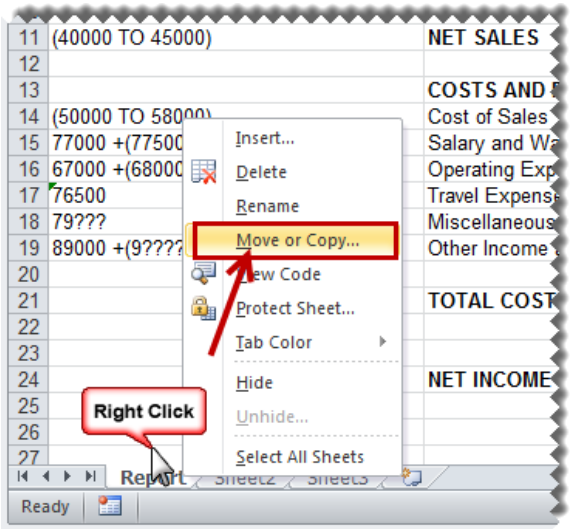
Quarterly Balance Sheet Report

This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence Reporting can execute against your ERP database.

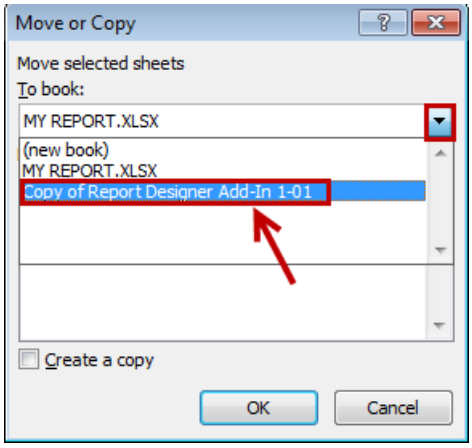
1. Open the Report Manager in Sage Intelligence Reporting.
2. Copy the Report Designer Add-In report.
3. Paste the report into an existing folder or create a new folder.
4. Run the copied Report Designer Add-In report.



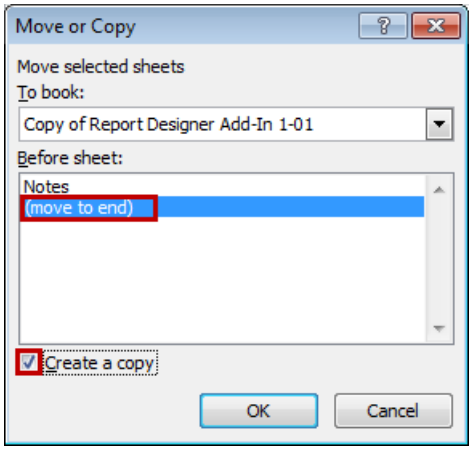
5. In Microsoft Excel, open the FRx report exported previously if it is not already open.
6. Right-click on the worksheet tab and select **Move or Copy**.



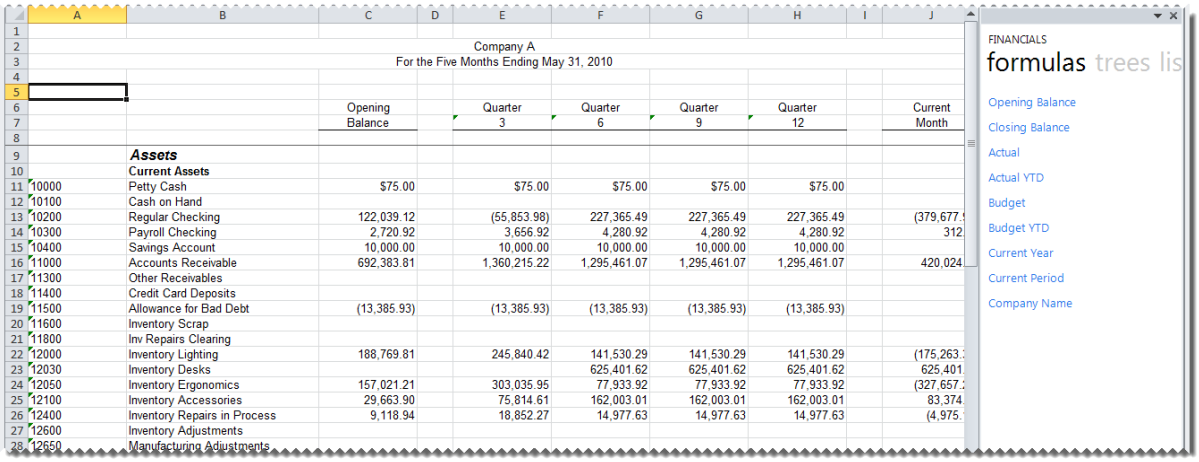
7. Select the **Report Designer Add-In** report from the drop down list.



8. Select **(move to end)**.
9. Select **Create a copy**.

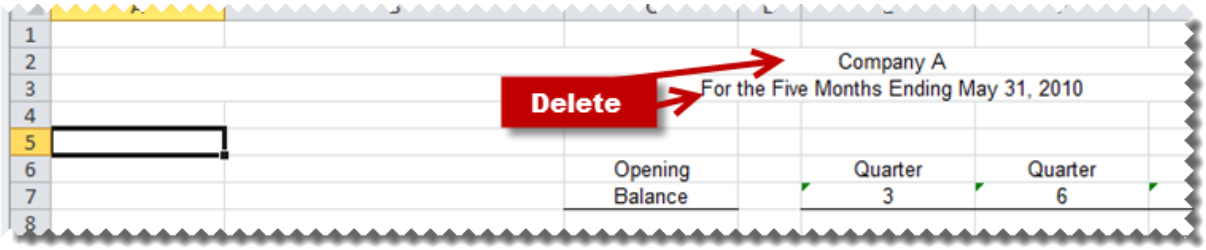


10. The copied worksheet will appear in the Report Designer Add-In worksheet. We will now use the Report Designer Add-In to modify the report.

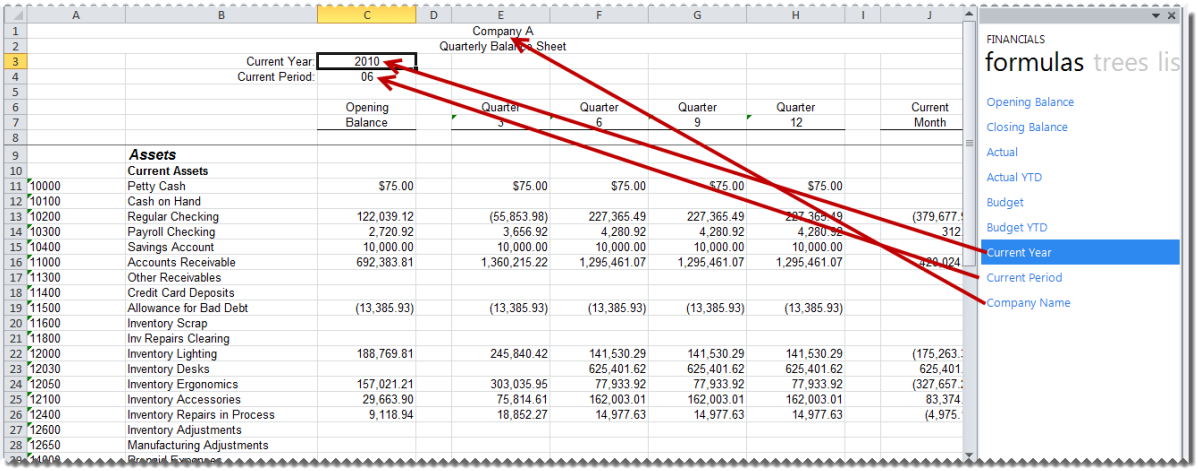


Next we are going to remove the existing titles and replace them with Sage Intelligence Reporting formulas allowing the report to update automatically to the current year and period automatically.

11. Delete the titles.



12. Create new titles and drag and drop the **Current Year**, **Current Period** and **Company** formulas into the required cells.

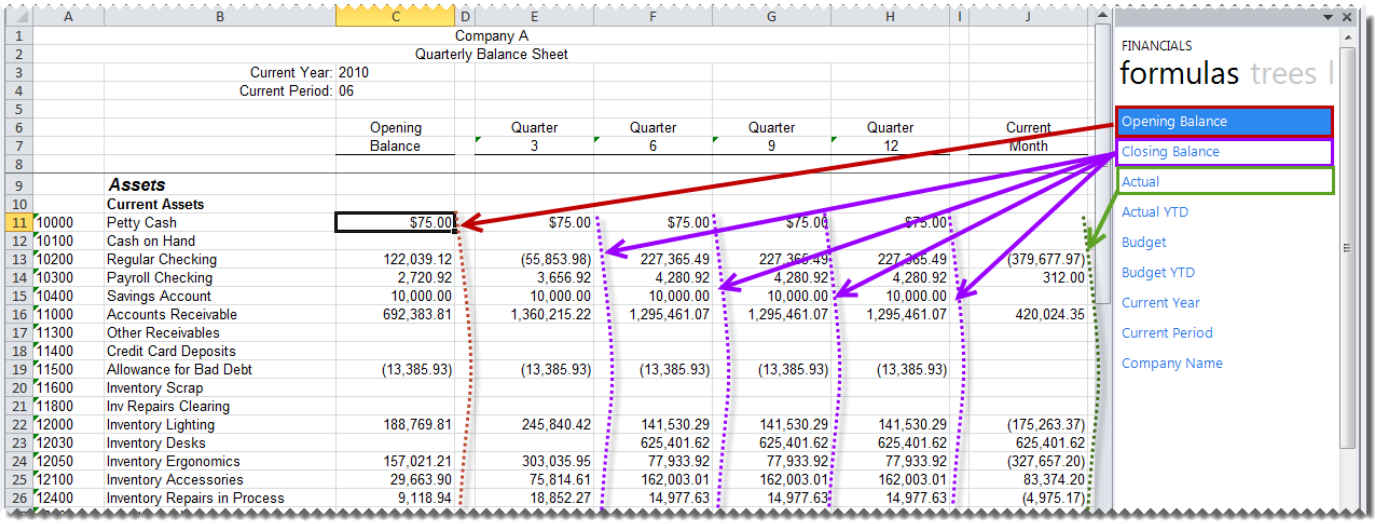


13. Drag and Drop the required formulas into the correct columns.

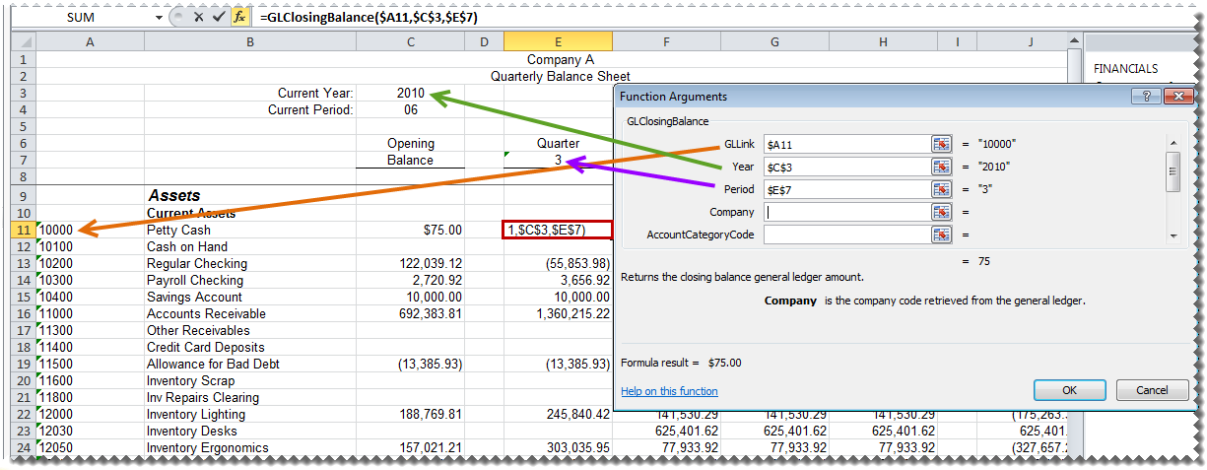
14. The **GLOpeningBalance** formula returns the opening balance general ledger amount after applying all the filters specified as arguments.

15. The **GLClosingBalance** formula returns the closing balance general ledger amount after applying all the filters specified as arguments.

16. The **GLActual** formula returns the month to date general ledger actual amount after applying all the filters specified as arguments.



17. Edit the formulas by clicking the ***fx*** button to reference the correct parameters.



TIP: Use the **Opening Balance** formula to return the opening balance general ledger amount instead of the Beginning Balance used in FRx. Use the **Closing Balance** formula to return the closing balance general ledger amount for a specific period.

18. Copy the formula down to other relevant cells.

Using Microsoft Excel formatting, you can now use any of the Microsoft Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.

Company A

Balance Sheet

Current Year: 2010

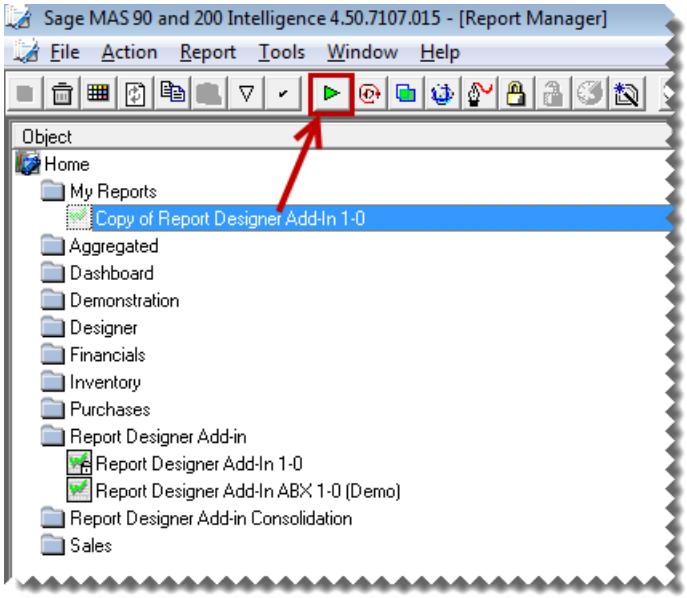
Current Period: 06

		Opening Balance	Quarter 3	Quarter 6	Quarter 9	Quarter 12	Current Month
	Assets						
	Current Assets						
10000	Petty Cash	75.00	75.00	75.00	75.00	75.00	
10100	Cash on Hand						
10200	Regular Checking	122,039.12	(55,853.98)	227,365.49	227,365.49	227,365.49	(379,677.
10300	Payroll Checking	2,720.92	3,656.92	4,280.92	4,280.92	4,280.92	312.
10400	Savings Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
11000	Accounts Receivable	692,383.81	1,360,215.22	1,295,461.07	1,295,461.07	1,295,461.07	420,024.
11300	Other Receivables						
11400	Credit Card Deposits						
11500	Allowance for Bad Debt	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)	
11600	Inventory Scrap						
11800	Inv Repairs Clearing						

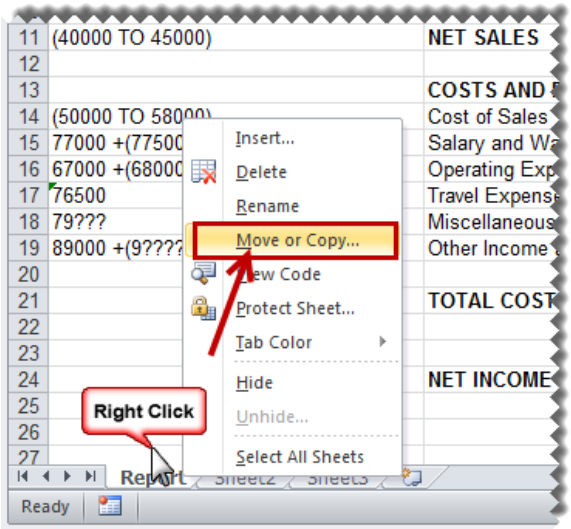
Cash Flow Report

This section explains how to copy your exported FRx report and convert it to a report that Sage Intelligence Reporting can execute against your ERP database.

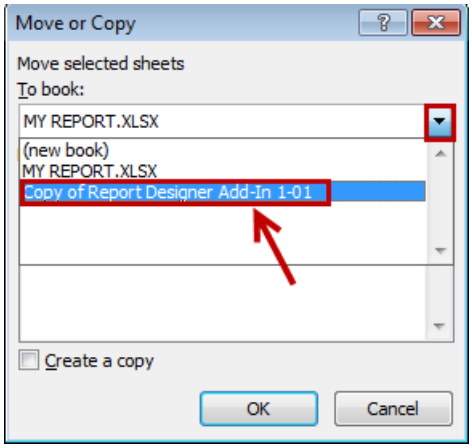
1. Open the Report Manager in Sage Intelligence Reporting.
2. Copy the Report Designer Add-In report.
3. Paste the report into an existing folder or create a new folder.
4. Run the copied Report Designer Add-In report.



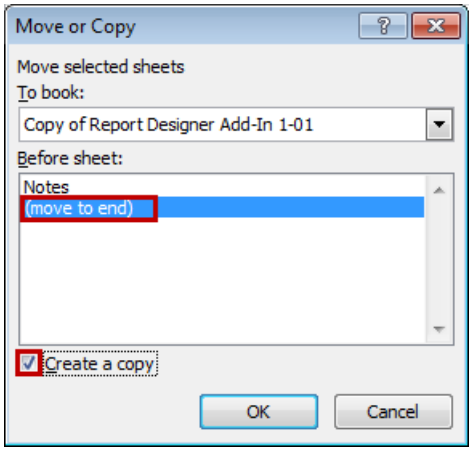
5. In Microsoft Excel, open the FRx report created previously if it is not already open.
6. Right-click on the worksheet tab and select **Move or Copy**.



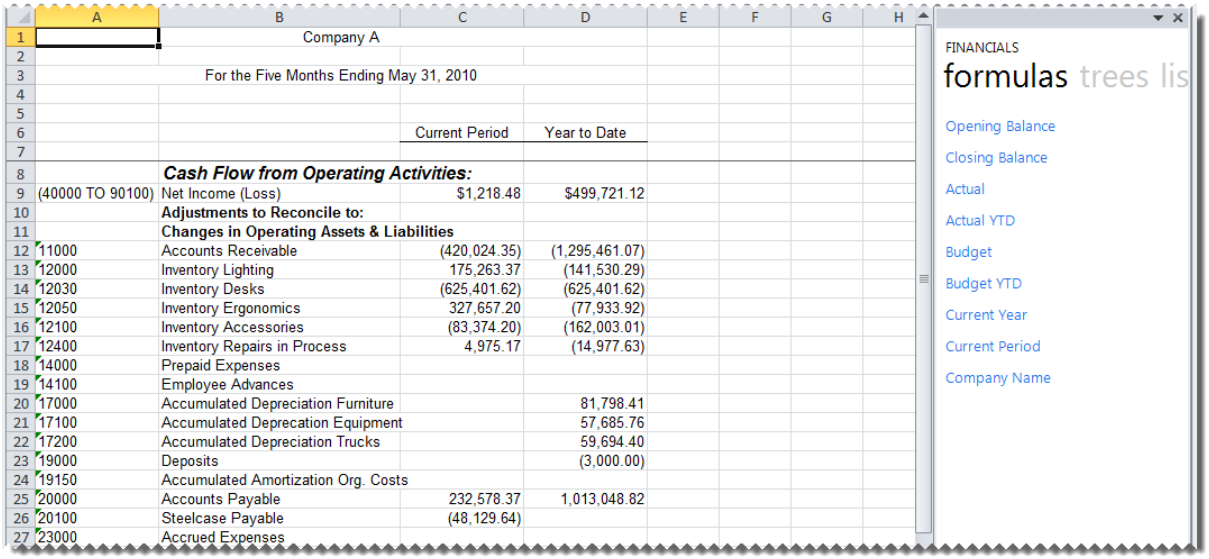
7. Select the **Report Designer Add-In** report from the drop down list.



8. Select **(move to end)**.
9. Select **Create a copy**.



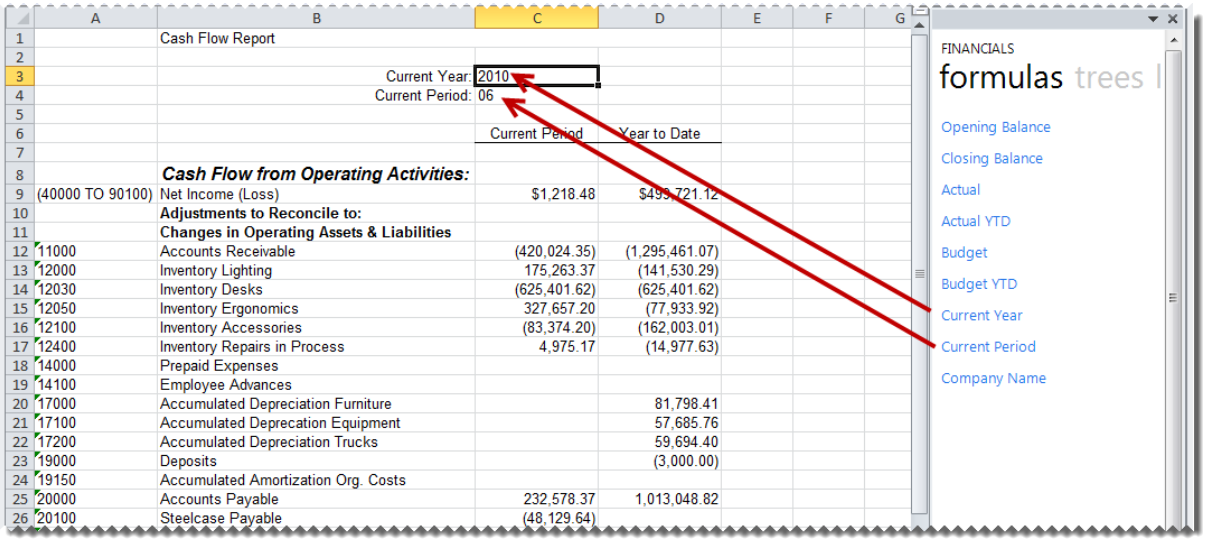
10. The copied worksheet will appear in the Report Designer Add-In worksheet. We will now use the Report Designer Add-In to modify the report.



	A	B	C	D
1		Company A		
2				
3		For the Five Months Ending May 31, 2010		
4				
5				
6			Current Period	Year to Date
7				
8		***Cash Flow from Operating Activities:***		
9	(40000 TO 90100)	Net Income (Loss)	$1,218.48	$499,721.12
10		**Adjustments to Reconcile to:**		
11		**Changes in Operating Assets & Liabilities**		
12	11000	Accounts Receivable	(420,024.35)	(1,295,461.07)
13	12000	Inventory Lighting	175,263.37	(141,530.29)
14	12030	Inventory Desks	(625,401.62)	(625,401.62)
15	12050	Inventory Ergonomics	327,657.20	(77,933.92)
16	12100	Inventory Accessories	(83,374.20)	(162,003.01)
17	12400	Inventory Repairs in Process	4,975.17	(14,977.63)
18	14000	Prepaid Expenses		
19	14100	Employee Advances		
20	17000	Accumulated Depreciation Furniture		81,798.41
21	17100	Accumulated Deprecation Equipment		57,685.76
22	17200	Accumulated Depreciation Trucks		59,694.40
23	19000	Deposits		(3,000.00)
24	19150	Accumulated Amortization Org. Costs		
25	20000	Accounts Payable	232,578.37	1,013,048.82
26	20100	Steelcase Payable	(48,129.64)	
27	23000	Accrued Expenses		

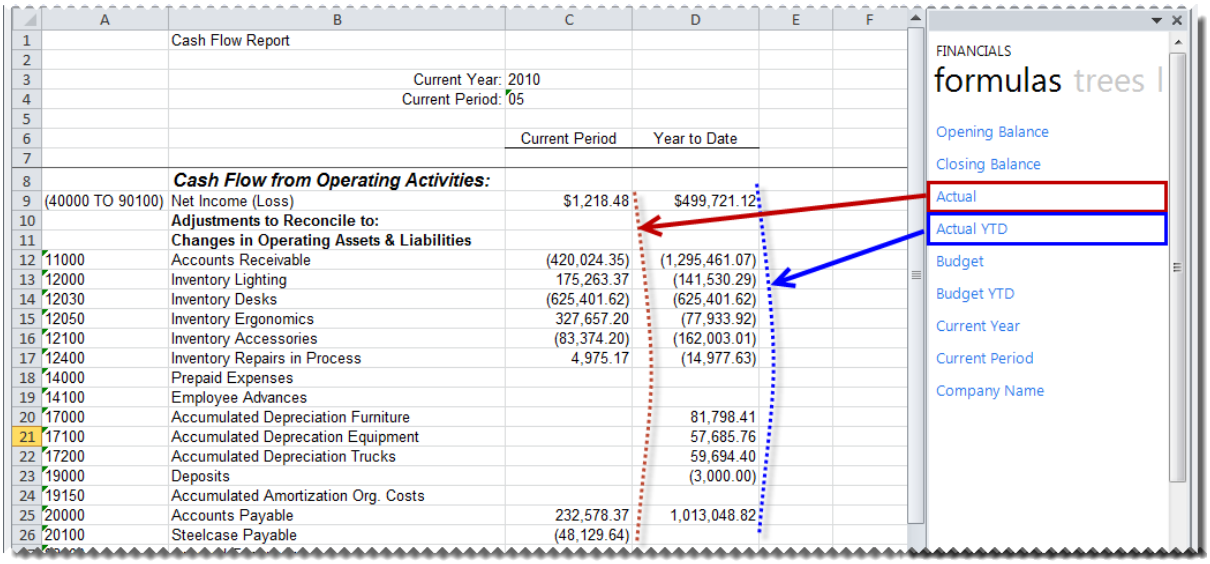
Next we are going to remove the existing titles for current year and current period and replace them with Sage Intelligence Reporting formulas allowing the report to update automatically to the current year and period automatically.

11. Delete the company and period titles.
12. Create new titles and drag and drop the **Current Year** and **Current Period** formulas into the required cells.

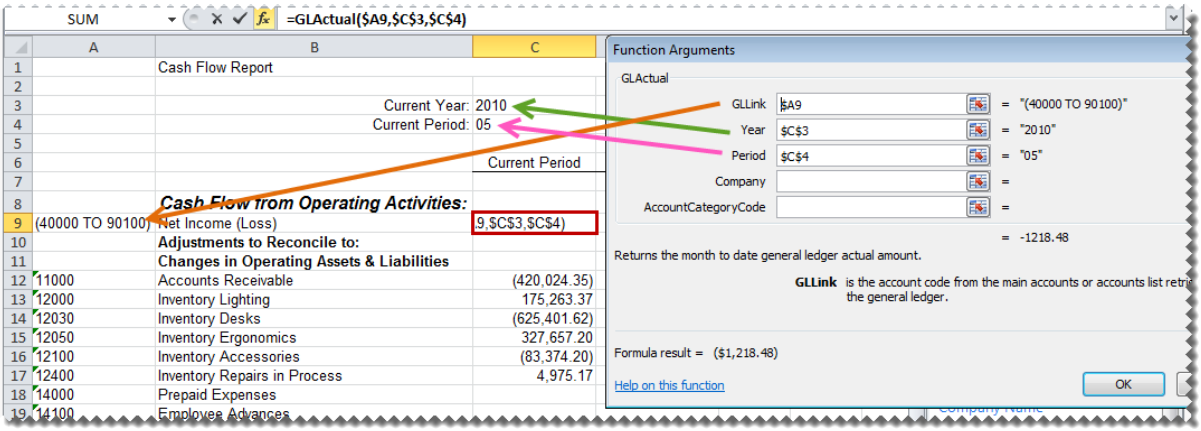


13. Drag and Drop the required formulas into the correct columns.

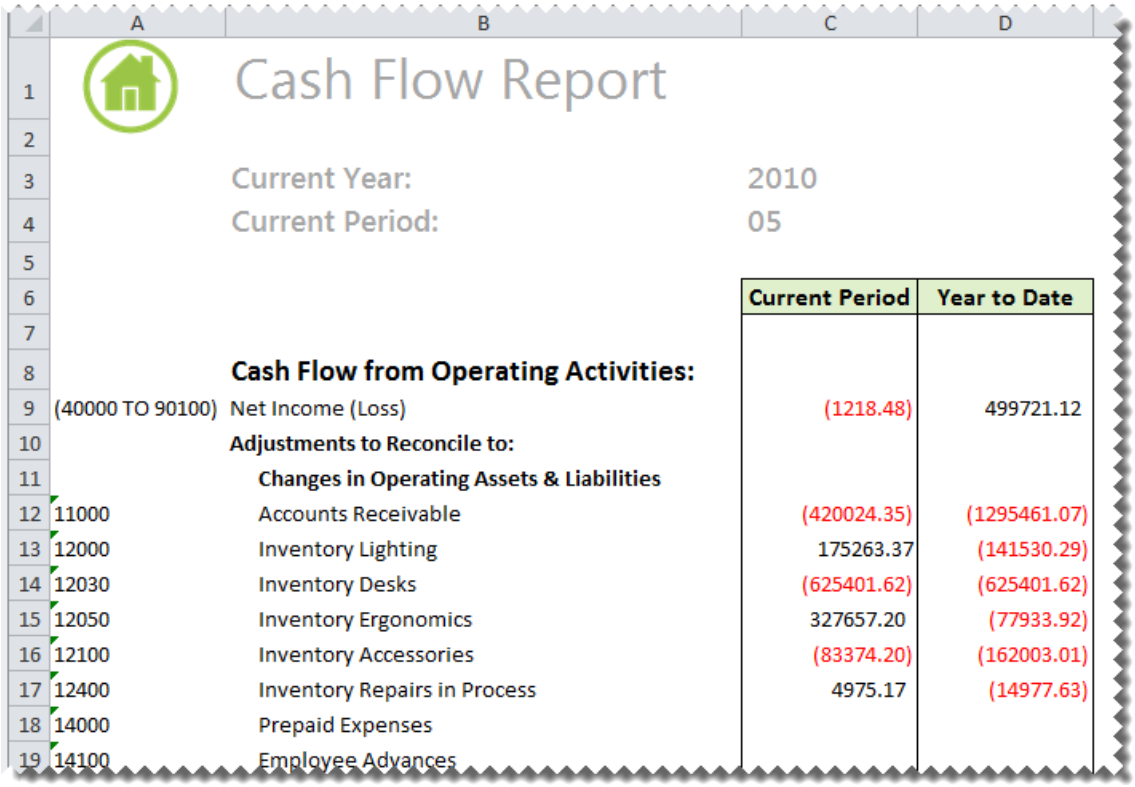
- The **GLActual** formula returns the month to date general ledger actual amount after applying all the filters specified as arguments.
- The **GLActualYTD** formula returns the year to date general ledger actual amount after applying all the filters specified as arguments.



14. Edit the formulas by clicking the ***fx*** button to reference the correct parameters.



15. Copy the formula down to other relevant cells.
16. Using Microsoft Excel formatting, you can now use any of the Microsoft Excel features to format your report as you would like it to appear, for example, adding a company logo, using conditional formatting, or grouping.



			Current Period	Year to Date
		Cash Flow Report		
		Current Year:	2010	
		Current Period:	05	
			Current Period	Year to Date
		Cash Flow from Operating Activities:		
	(40000 TO 90100)	Net Income (Loss)	(1218.48)	499721.12
		Adjustments to Reconcile to:		
		Changes in Operating Assets & Liabilities		
	11000	Accounts Receivable	(420024.35)	(1295461.07)
	12000	Inventory Lighting	175263.37	(141530.29)
	12030	Inventory Desks	(625401.62)	(625401.62)
	12050	Inventory Ergonomics	327657.20	(77933.92)
	12100	Inventory Accessories	(83374.20)	(162003.01)
	12400	Inventory Repairs in Process	4975.17	(14977.63)
	14000	Prepaid Expenses		
	14100	Employee Advances		

Automatically Converting Reporting Trees from FRx

Using FRx Reporting Trees Converter

SUPPORT FOR THIS UTILITY

- Please note this utility is only directly supported by the Sage Intelligence Support Team.
  Email: Support@alchemex.com **Telephone**: +27312669112
- Support is not provided by Sage ERP Support.

If you have many Reporting Trees which need to be converted for use with Sage Intelligence Reporting, you may use the FRx Reporting Trees Converter utility which has been packaged with this Conversion Guide document.

This utility reads FRx Specification Sets and converts FRx Reporting Trees into Sage Intelligence Reporting Trees.

PLEASE NOTE:

- This utility will only convert FRx Reporting Trees which are associated with FRx Reports, any disassociated Reporting Trees will be ignored during conversion.
- Only Microsoft FRx 6.7 Service Pack 11 specification sets are supported.

Steps to use this utility:

1. Extract the FRxTreesConverter.zip file into a folder

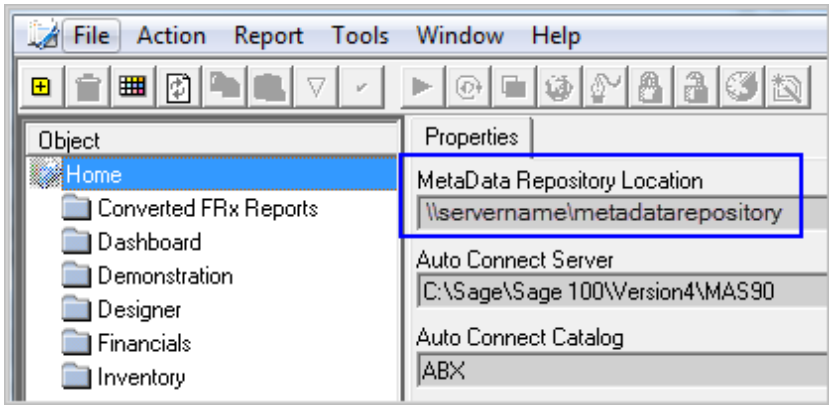
2. Inside the new folder run FRxTreesConverter.exe

3. Browse to the location of and select the FRx Specification Set you would like to load FRx Reporting Trees from.

2. Press OK.

3. You will then be prompted to select an output location for your FRx Reporting Trees. Browse to the location of your Sage Intelligence Metadata Repository and press OK.

NOTE: If you do not know where this folder is you can find out by opening the Report Manager module and looking at the folder specified for the “Metadata Repository Location”. Please refer to the picture below:



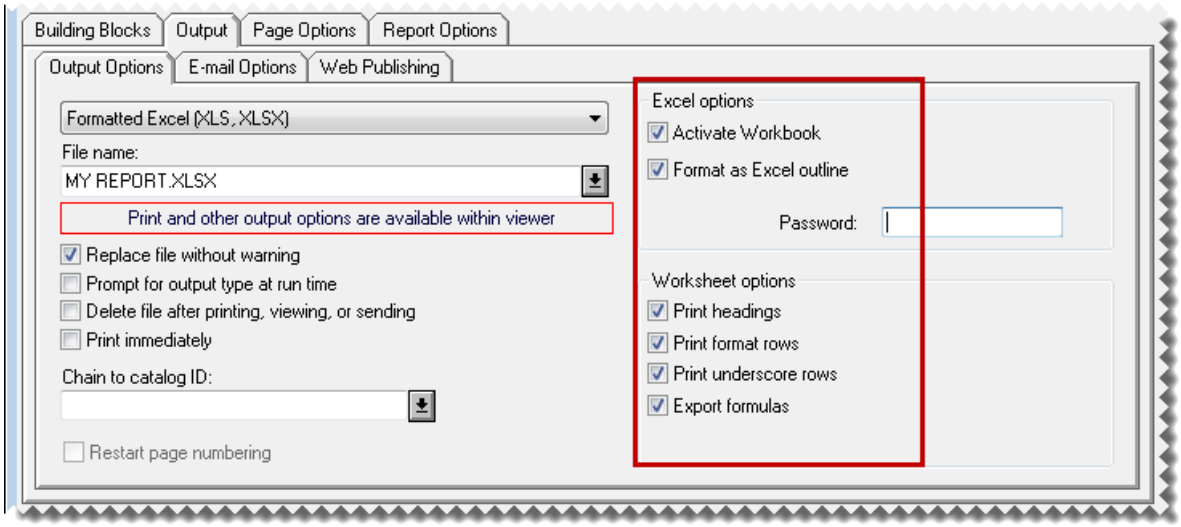
3. All Reporting Trees associated with FRx Reports within the FRx Specification Set will be converted.

4. The converted Reporting Trees will be available for use in Sage Intelligence.

Troubleshooting

Some of My Report is Not Exporting From FRx

FRx has some exporting limitations. The FRx Excel options are explained below:



Activate Workbook	Use this option to open a Microsoft Excel workbook after generating a report. If you do not select this option, your report is saved as an .xlsx file and Microsoft Excel does not open automatically.
Format as Excel Outline	If you generate an account or transaction detail report, you can use Excel's built-in outline control to allow the user to hide or show row details. Select this check box to enable this feature.
Password	To assign a password to your Microsoft Excel (.xlsx) file, and protect it from unauthorized access, type a password in this box.
Print Headings	Use to include your defined column and report headings in the worksheet file

Print Format Rows	Use to include your defined format rows (**DES**, **LFT**, **RGT**, and **CEN** rows) in the worksheet file. If you do not select this option, only amount rows export to the worksheet.
Print Underscore Rows	To include underscore (and double underscore) rows in the worksheet files.
Export Formulas	Use this option only with worksheets to export formulas from the row format (TOT) and column layout to the worksheet. Formulas are always written to an FRx DrillDown Viewer file to allow formulas to be included when exporting from within the FRx DrillDown Viewer. When the **Export Formula** option is selected, only the following types of formulas will be exported: ▪ *Row Formats*: Total rows (TOT format code) will be exported. If a total row includes a range, other total rows within that range will be counted as intermediate subtotals, and will not be included in the total. The exception to this is if another total row is the first or last row within the range. If a TOT row contains parentheses, it will not be exported. ▪ Calculation rows (CAL format code) will not be exported. ▪ NP print control rows will be exported as a hidden row since it may be needed for a formula. FRx will always export these hidden rows, regardless of whether the **Export Formula** option is selected. ▪ Column formats: ▪ Base calculations (used with CBR rows) will be exported. ▪ Simple calculations will be exported. ▪ Complex calculations will not be exported. A complex calculation is defined as any calculation containing parentheses. ▪ Columns with a SD (Suppress Details) column restriction will not export formulas since the formulas cannot be calculated. ▪ Columns using a formula that references a specific cell (such as B/B100) will not be exported. NP (non-printing) columns are always exported as hidden columns. **Note:** The **Export Formulas** option is only supported at the Financial Report detail level. Account and Transaction detail levels will not include formulas.