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:

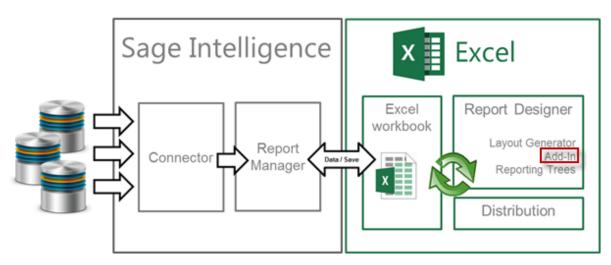


Diagram 1: Positioning of the Report Designer Add-In within Sage Intelligence Reporting

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.

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2		Current Period:	06				ABX
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			20	10			Account Groups
4				40			Account Types
5			Current Month	Year to Date			Budget Codes
6		Revenue			1		Main Accounts
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8	40200	Chair Sales	0.00	1 580 836.42			
9	40300	Lighting Sales	0.00	1 021 556.37			
10	40400	Ergonomics Sales	0.00	655 047.82			
11	40600	Accessories Sales	0.00	263 472.72			
12	40700	Miscellaneous Sales	0.00	0.00			
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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.

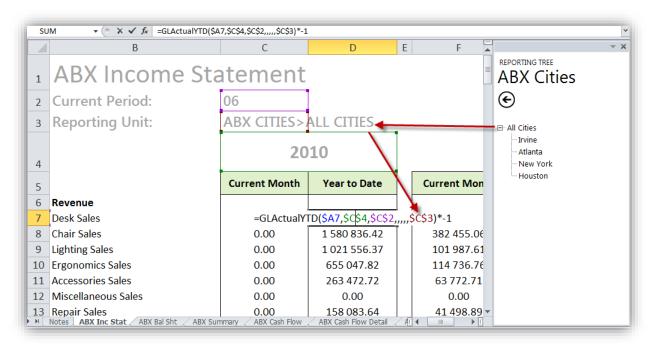
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2	Current Period:	06					Opening Balance
3	Reporting Unit:	ABX CITIES>	ALL CITIES				Closing Balance
				1			Actual
4		20)10				Actual YTD
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9	Lighting Sales	0.00	1 021 556.37		101 987.61		
10	Ergonomics Sales	0.00	655 047.82		114 736.76		
11	Accessories Sales	0.00	263 472.72		63 772.71		
12	Miscellaneous Sales	0.00	0.00		0.00		
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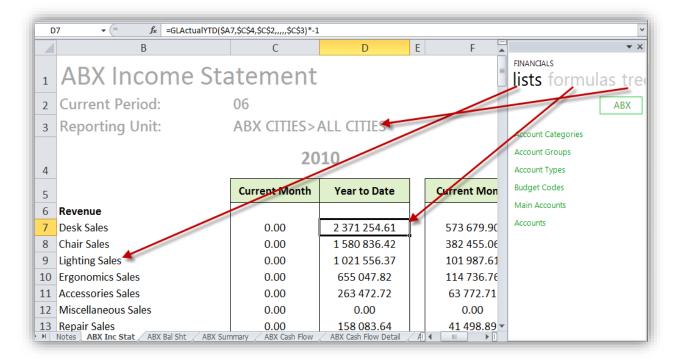
Reporting Trees

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.



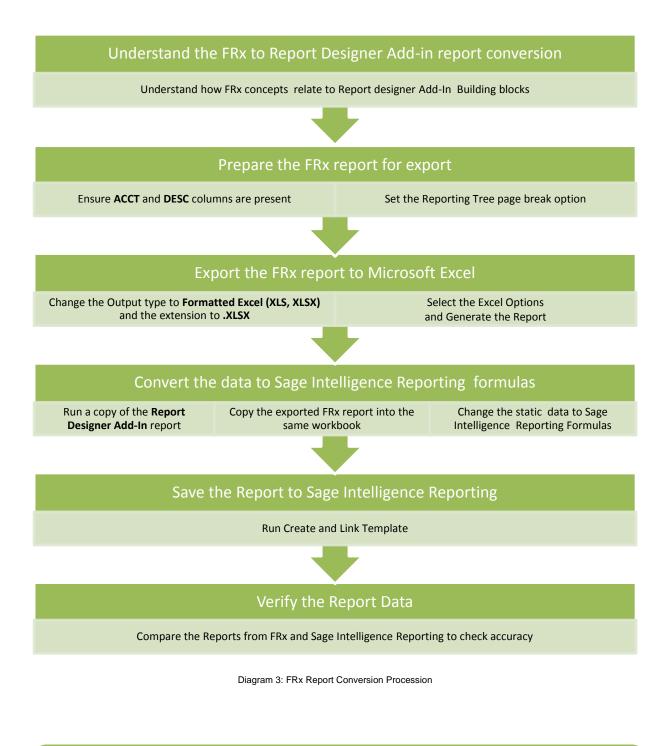
Sage Intelligence Reports are created using a combination of the Sage Intelligence Report Designer Add-In building blocks: lists, formulas and trees.





Report Conversion Process Overview

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



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.

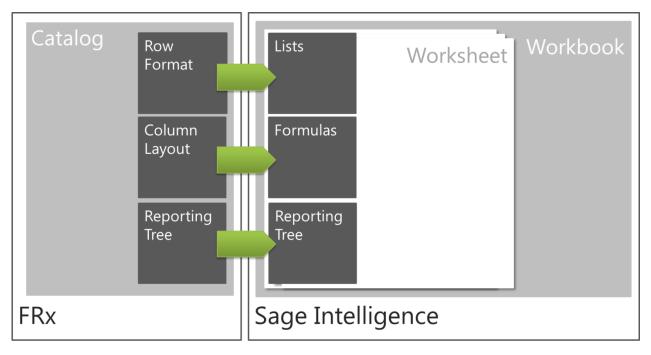


Diagram 2: FRx and Sage Intelligence

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

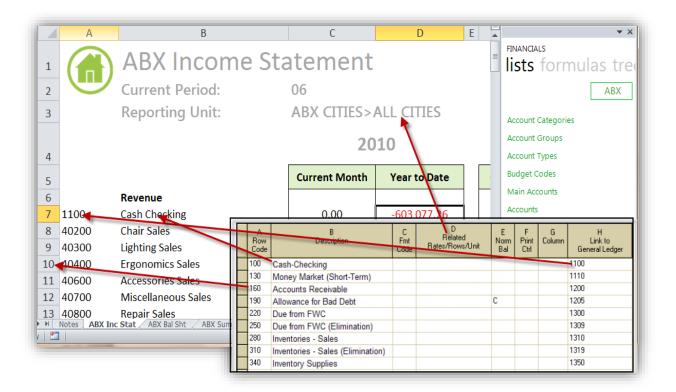
A row format is a template that specifies the structure of each line in an FRx report. Row format elements can be understood in terms of Sage Intelligence as described in the table below:

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.







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.
Туре	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).

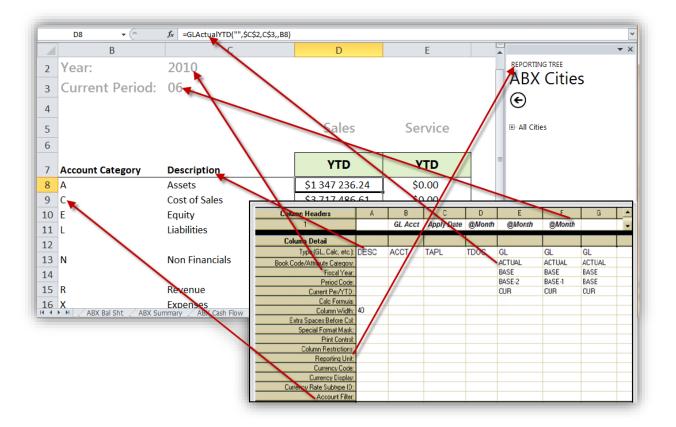


FRx Column Layout	Sage Intelligence Formulas
Curr/YTD	Where FRx specifies Curr, you should select either GLActual or GL Budget Report Designer Add-In formula depending on the type required. These formulas return current balances. Where FRx specifies YTD you should select either a GLActualYTD or GLBudgetYTD 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.







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.

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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.

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Book Code/Attribute Category:			ACTUAL	ACTUAL		ACTUAL	ACTUAL			
Fiscal Year:			BASE	BASE		BASE-1	BASE-1			
Period Code:			BASE	BASE		BASE	BASE			
Current Per/YTD:			CUR	YTD		CUR	YTD			
Calc Formula:									C-F	D-G
Column Width:	34	25	12	12	2	12	12	2	12	12
Extra Spaces Before Col:										
Special Format Mask:										
Print Control:										
Column Restrictions:										
Reporting Unit:										
Currency Code:										
Currency Display:										
Currency Rate Subtype ID:										

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.

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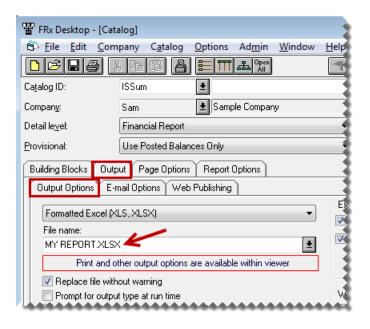
- 11. Click Report Options, Tree Options.
- 12. Ensure the Page breaks option is set to either, **before each reporting unit** or **Use reporting tree**.

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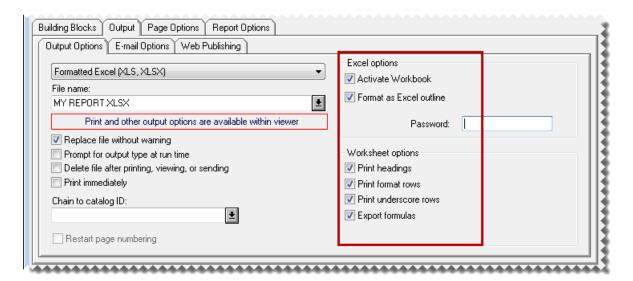


2. Export the FRx Report to Microsoft Excel

- 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.



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Microsoft Excel will open with your FRx report generated.

Example of an exported report:

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5		Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	
3								
0	Revenue		00.074.054.04	66720.070.000	62 440 000 04	(0572.070.00)	(64.070.000.00)	
1 40000	Desk Sales		\$2,371,254.61		\$3,442,092.84		(\$1,070,838.23)	
2 40200	Chair Sales		1,580,836.42	382,455.06		(382,455.06)	(713,893.92)	
3 40300	Lighting Sales		1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68	
4 40400	Ergonomics Sales		655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)	
5 40600	Accessories Sales		263,472.72	63,772.71	382,485.26	(63,772.71)	(119,012.54)	
6 40700	Miscellaneous Sales					0.00	0.00	
7 40800	Repair Sales		158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)	
8 40900	Returns & Allowances					0.00	0.00	
9 41800	Interest Income					0.00	0.00	
0 42000	Other Income					0.00	0.00	
45000	Discounts Allowed					0.00	0.00	
22								
3	Total Revenue	0.00	6,050,251.58	1,278,130.93	7,652,381.90	(1,278,130.93)	(1,602,130.32)	
24								
.5	Cost of Sales							
6 50000	Cost of Sales Desks		1,267,591.27	311,509.64	1,458,874.82	(311,509.64)	(191,283.55)	
7 50200	Cost of Sales Chairs		858,394.18	207,673.09	1,068,196.97	(207,673.09)	(209,802.79)	
8 50300 Worldwide Enterp	Cost of Sales Lighting Irvine Atlanta New York Housto	on 🖄	608,777.09	55,379.48	437,834.54	(55,379.48)	170,942.55	



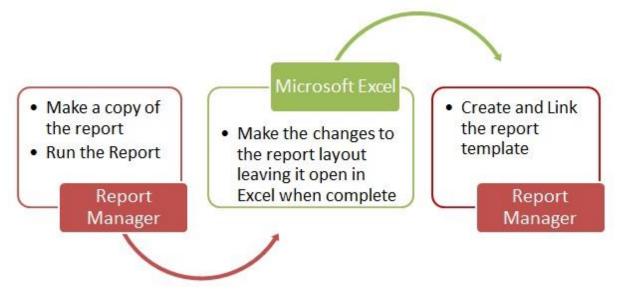
3. Convert the Exported FRx Report

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.
- Right-click on the report for which the changes were made, and select Create and Link Template.



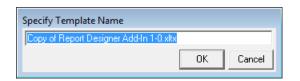
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lnventory	Run Sample
Purchases	Design
Report Designer Add-in	
Report Designer Add-In 1-0	Create and Link Template
Report Designer Add-In ABX 1-0	Un-link Template
Report Designer Add-in Consolidation	Lock
📄 Sales	
	UnLock

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.

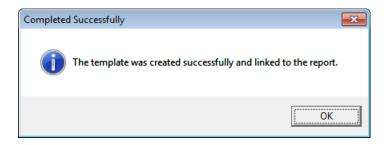
Select Workbook to Convert to Template
Select an Excel Workbook from the list below. The format of this workbook will be stored as a template for this report.
Report Designer Add-In ABX 1-0 (Demo)1 Copy of Report Designer Add-In 1-01
OK Cancel

- 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.





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.

A A	В	C	D	E F			
	Sample Com	ipany FR					
SUMMARY INCOME STATEMENT							
	Fiscal Year: 20						
	, isour rour. 20						
5			Actual	Original	Revised		
5			Period 6	Budget	Budget		
7			YTD	YTD	YTD		
3							
9							
10 11 (40000 TO 45000)	NET SALES	**	050 254 50				
1 (40000 TO 45000) 2	NET SALES	21	6,050,251.58				
3	COSTS AND EXPENSES						
4 (50000 TO 58000)	Cost of Sales		3,717,486.61	733,718.52	807,090.37		
5 77000 +(77500)	Salary and Wage Expense		94,000.00	94,000.00			
6 67000 +(68000 TO 79000) +(98500)	Operating Expense		1,382,804.47		2,244,699.24		
7 76500	Travel Expense		95,389.09	152,982.02	168,280.22		
8 79???	Miscellaneous expense		21,077.81	30,596.40	33,656.04		
9 89000 +(9????)	Other Income and Expense		49.00				
20			5 240 000 00	2.054.022.50	2 257 425 07		
21 22	TOTAL COST AND EXPENSES		5,310,806.98	3,001,932.59	3,357,125.87		
23							
24	NET INCOME FROM OPERATIO	NS	739,444.60	(3 051 932 59)	(3 357 125 87)		
25		5110	739,444.60 (3,051,932.59) (3,357,125.87)				
F 4			•••••	*******	*******		
A			E	F	Sage		
	B C SAMPLE COMPA	_	E		ntelligence		
		NY	E				
A 1 2 3	SAMPLE COMPA	NY Ment	Ē		ntelligence		
A 1 2 3 4	SAMPLE COMPA SUMMARY INCOME STATE Fiscal Year: 2010	NY Ment	E		ntelligence		
A 1 2 3 4 5	SAMPLE COMPA SUMMARY INCOME STATE	NY Ment		'	ntelligence Reporting		
A 1 2 3 4 5 6	SAMPLE COMPA SUMMARY INCOME STATE Fiscal Year: 2010	NY MENT Actus	al	Original	ntelligence Reporting Revised		
A 1 2 3 4 5 5 5 5 7	SAMPLE COMPA SUMMARY INCOME STATE Fiscal Year: 2010 Fiscal Period: 06	NY MENT) Actus YTD	al	Original Budget YTD	ntelligence Reporting Revised Budget YTD		
A 1 2 3 4 5 6 7 9 (40000 TO 45000)	SAMPLE COMPA SUMMARY INCOME STATE Fiscal Year: 2010	NY MENT) Actus YTD	al	Original	ntelligence Reporting Revised		
A 1 2 3 4 5 6 7 9 (40000 TO 45000)	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06	NY MENT) Actus YTD	al	Original Budget YTD	ntelligence Reporting Revised Budget YTD		
A 1 2 3 4 5 6 7 9 (40000 TO 45000) 10	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES	NY MENT) Actus YTD	al	Original Budget YTD	ntelligence Reporting Revised Budget YTD		
A A (40000 TO 45000) (40000 TO 58000	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06	Actua YTD 6,050,	al	Original Budget YTD	ntelligence Reporting Revised Budget YTD		
A A A (40000 TO 45000) (40000 TO 58000 3 7700 + 77500	SAMPLE COMPA SUMMARY INCOME STATE Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES Cost of Sales Salary and Wage Expense	Actua YTD 6,050, 3,717,	al 251.58	Original Budget YTD 0.00	Revised Budget YTD 0.00 807,090.37 103,400.00		
A A (40000 TO 45000) (40000 TO 58000 3 77000 + 77500	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES Cost of Sales Salary and Wage Expense Operating Expenses	Actu: YTD 6,050, 3,717, 94, 1,382,	251.58 486.61 000.00 804.47	Original Budget YTD 0.00 733,718.52 94,000.00 2,040,635.65	ntelligence Reporting Revised Budget YTD 0.00 807,090.37 103,400.00 2,244,699.24		
A A A (40000 TO 45000) (40000 TO 45000) (40000 TO 58000 3 77000 + 77500 4 67000 + (68000 TO 79000) + 98500	SAMPLE COMPA SUMMARY INCOME STATE Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES Cost of Sales Salary and Wage Expense	Actu: YTD 6,050, 3,717, 94, 1,382,	251.58 486.61 000.00	Original Budget YTD 0.00 733,718.52 94,000.00	Revised Budget YTD 0.00 807,090.37 103,400.00		
A 1 2 3 4 5 6 7 9 9 (40000 TO 45000) 10 11 12 50000 TO 58000 13 77000 + 77500 14 67000 + (68000 TO 79000) + 98500 16 75500 17 79??	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES Cost of Sales Salary and Wage Expense Operating Expenses	Actu: YTD 6,050, 3,717, 94, 1,382, 95,	251.58 486.61 000.00 804.47	Original Budget YTD 0.00 733,718.52 94,000.00 2,040,635.65	ntelligence Reporting Revised Budget YTD 0.00 807,090.37 103,400.00 2,244,699.24 168,280.22		
A 1 2 3 4 5 5 7 9 (40000 TO 45000) 0 1 2 50000 TO 58000 3 77000 + 77500 4 67000 + (68000 TO 79000) + 98500 6 7 7 9 9 6 7 7 9 7 7 9 7 7 7 7 7 7 7 7 7 7 7 7 7	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES Cost of Sales Salary and Wage Expense Operating Expenses Travel Expense	Actu: YTD 6,050, 3,717, 94, 1,382, 95,	251.58 486.61 000.00 804.47 389.09	Original Budget YTD 0.00 733,718.52 94,000.00 2,040,635.65 152,982.02	Revised Budget YTD 0.00 807,090.37 103,400.00 2,244,699.24 168,280.22 33,656.04		
A 1 2 3 4 5 6 7 9 9 (40000 TO 45000) 10 11 12 50000 TO 58000 13 77000 + 77500 14 67000 + (68000 TO 79000) + 98500 15 75500 17 79??? 18 89000 + 9????	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES Cost of Sales Salary and Wage Expense Operating Expenses Travel Expense Miscellaneous expense	Actu: YTD 6,050, 3,717, 94, 1,382, 95,	251.58 486.61 000.00 804.47 389.09 077.81	Original Budget YTD 0.00 733,718.52 94,000.00 2,040,635.65 152,982.02 30,596.40	Revised Budget YTD 0.00 807,090.37 103,400.00 2,244,699.24 168,280.22 33,656.04		
A 1 2 3 4 5 6 7 9 (40000 TO 45000) 10 11 12 50000 TO 58000 13 77000 + 77500 14 67000 + (68000 TO 79000) + 98500 15 75500 17 79??	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES Cost of Sales Salary and Wage Expense Operating Expenses Travel Expense Miscellaneous expense	Actu: YTD 6,050, 3,717, 94, 1,382, 95, 21,	251.58 486.61 000.00 804.47 389.09 077.81	Original Budget YTD 0.00 733,718.52 94,000.00 2,040,635.65 152,982.02 30,596.40	ntelligence Reporting Revised Budget YTD 0.00 807,090.37 103,400.00 2,244,699.24 168,280.22 33,656.04 0.00		
A 1 2 3 4 5 6 7 9 (40000 TO 45000) 10 11 12 50000 TO 58000 13 77000 + 77500 14 67000 + (68000 TO 79000) + 98500 15 75500 17 79?? 18 89000 + 9???? 19	SAMPLE COMPA SUMMARY INCOME STATER Fiscal Year: 2010 Fiscal Period: 06 NET SALES COSTS AND EXPENSES Cost of Sales Salary and Wage Expense Operating Expenses Travel Expense Miscellaneous expense Other Income and Expense	Actu: YTD 6,050, 3,717, 94, 1,382, 95, 21,	251.58 486.61 000.00 804.47 389.09 077.81 49.00	Original Budget YTD 0.00 733,718.52 94,000.00 2,040,635.65 152,982.02 30,596.40 0.00	ntelligence Reporting Revised Budget YTD 0.00 807,090.37 103,400.00 2,244,699.24		



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**.

🛃 Sage MAS 90 and 200 Intellig	gence 4.50.7107.015 - [f	Report Manager]		2	
🦼 File Action Report 🔳	ools Window Help				
	Export Report		0 0/	r 🕴	
Object	Generate Scheduler	r Command		Properte	
Mome	Clean Template Piv	ot Fields		Report i	
Aggregated	Purge Instance Hist	tory		71	
Converted FRx Reports -				Report N	
Dashboard				Copy of	
Demonstration				Descrip	
Financials				This rep	
inventory				Templat	
My Reports				WALCH,	
Copy of Consol Report I				Report 1	
Copy of Report Designe	er Add-In 1-0			Copy of	
Purchases				Paramet	
Report Designer Add-in	1.0			. a.a.nov	
Report Designer Add-In					
Report Designer Add-in Co				- 2	
🚞 Sales				2	
TID: Vou con clos	right aligh on t	he desired rep	ort and a		vport Popor
<i>TIP:</i> You can also	ngni-click on ti	ne desired rep	ULL AND SE		vhour vehou

- 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.

1	Export succeeded. To import this report into another system do one of the following:					
	 Select a destination connection in the Connector of the destination system and run the Import Report function from the Tools menu. 					
	Select a folder in the Report Manager and run the Import Report function from the Tools menu.					

....



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.

Organize 🔻 🛛 Include in li	brary 💌	Share with 🔻 🛛 Burn 🛛 New folder			•
🛜 Libraries	^	Name	Date modified	Туре	Size
 Documents Music Pictures Videos Computer 	ш	Worldwide Enterprises.tre	11/8/2012 12:14 PM		

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.

Import Report
Import Succeeded.
ОК

- 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.

Organize 🔻 🛛 Include in I	ibrary 🔻 Sł	nare with 🔻 🛛 Burn	New folder			•
🗟 Libraries	▲ Na	me		Date modified	Type	Size
 Documents Music Pictures Videos Computer 	E	Worldwide Enterprises	.tre	11/8/2012 12:14 PM	TRE File	11



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:

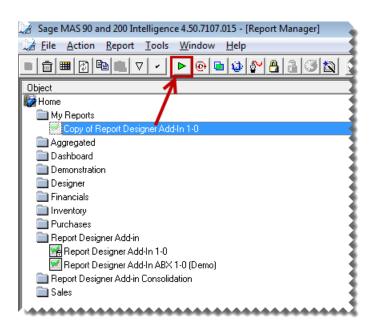
Report Conversion Process

- 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.

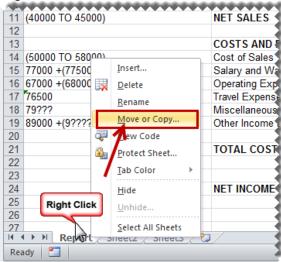
- 1. Open the Report Manager in Sage Intelligence Reporting.
- 2. Copy the Report Designer Add-In report.
- 3. Paste the report into an existing folder or create a new folder.
- 4. Run the copied Report Designer Add-In report.



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.

Move or Copy	x
Move selected sheets	
To book:	
MY REPORT.XLSX	-
(new book) MY REPORT.XLSX	^
Copy of Report Designer Add-In 1-01	
	-
	-
Create a copy	
OK Cancel	

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

Move or Copy		?	x
Move selected sheets To book:			
Copy of Report Designer Ac	id-In 1-01		•
Before sheet:			_
Notes (move to end)			*
Create a copy	ОК	Cancel	~

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	E F	G	H 🔺	
1	Sample Compa	ny				FINANCIALS
2	SUMMARY INCOME STA	TEMENT				lists formulas tre
3	Fiscal Year: 2010)				lists formulas tre
4						4.0.1
5		Actual	Original	Revised		ABX
5		Period 6	Budget	Budget		
7		YTD	YTD	YTD		Account Categories
•						
1						Account Groups
D						Account Types
1 (40000 TO 45000)	NET SALES	\$6,050,251.58				21 C
2						Budget Codes
3	COSTS AND EXPENSES	0.747.400.04	700 740 50	007 000 07		Main Accounts
4 (50000 TO 58000)	Cost of Sales	3,717,486.61	733,718.52	807,090.37		Wiant Accounts
5 77000 +(77500) 6 67000 +(68000 TO 79000) +(98500)	Salary and Wage Expense	94,000.00 1.382.804.47	94,000.00	103,400.00 2,244,699,24		Accounts
7 76500	Operating Expense Travel Expense	95,389.09	2,040,635.65	168.280.22		
8 79???	Miscellaneous expense	21.077.81	30,596,40	33,656,04		
9 89000 +(9????)	Other Income and Expense	49.00	30,550.40	33,050.04		
D	Other Income and Expense	45.00				
1	TOTAL COST AND EXPENSES	5,310,806.98	3 051 932 59	3.357.125.87		
2	TOTAL COST AND EXPENSES	3,310,000.30	3,031,332.33	5,551,125.01		
3						
1	NET INCOME FROM OPERATIONS	5 739,444.60	(3,051,932.59)	(3.357.125.87)		
5						-
6						
7						r -
					•	□ □ 100% (−)(+)

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.

22	A	В	C D I	E
1		Sample Comp	any	
2		SUMMARY INCOME ST	ATEMENT	
3		Fiscal Year: 201	10	
4				
5		<u> </u>	Actual	Original
6		Delete	Perced 6	Budget 4
7			YTD	YTD
8				
9				
10				
11	(40000 TO 45000)	NET SALES	\$6,050,251.58	
12				
13		COSTS AND EXPENSES		
14	(50000 TO 58000)	Cost of Sales	3,717,486.61	733,718.52
15	77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00

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



	A			E F	G	H 🔺	· · · · · · · · · · · · · · · · · · ·
1		Sample Compa	ny				FINANCIALS
2		SUMMARY INCOME STAT	TEMENT				formulas trees lis
3							Ionnulas trees in
4							
5	Current Year:	2010 🗲	Actual	Original	Revised		Opening Balance
5	Current Period:	06	Period	Budget	Budget		Closing Balance
7			YTD	YTD	YTD		
B							Actual
Э							Actual YTD
.0							
	40000 TO 45000)	NET SALES	\$6,050,251.58				Budget
.2							Budget YTD
.3		COSTS AND EXPENSES					budget HD
		Cost of Sales	3,717,486.61	733,718.52			🗣 Current Year
		Salary and Wage Expense	94,000.00	94,000.00			
		Operating Expense	1,382,804.47	2,040,635.65			Current Period
		Travel Expense	95,389.09	152,982.02			Company Name
		Miscellaneous expense	21,077.81	30,596.40	33,656.04		
	39000 +(9????)	Other Income and Expense	49.00				
0 1		TOTAL COST AND EXPENSES	5.310.806.98	2 054 022 50	2 257 425 07		
2		TOTAL COST AND EXPENSES	5,310,806.98	3,031,932.39	3,357,125.87		
3							
4		NET INCOME FROM OPERATIONS	739.444.60	(3 051 932 59)	(3,357,125.87)		
5		HET INCOME THOM OF ENATIONS		(0,001,002.00)	(0,001,120.01)		
6							
	Motes Report					- N	-
lead							

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.

1	A	B C	D E	F	G	H	4	<u>►</u>
1		Sample Compan	у					FINANCIALS
2		SUMMARY INCOME STATE	MENT					formulas trees lis
3								Torritulas trees its
4								
5	Current Year:	2010	Actual	Original	Revised			Opening Balance
6	Current Period:	6	Period	Budget	Budget			Closing Balance
7			YTD	YTD	YTD			closing balance
8								Actual
9								Actual YTD
0							\sim	Actual YTD
	(40000 TO 45000)	NET SALES	\$6,050,251.58					Budget
12 13		COSTS AND EXPENSES						Pudent VTD
		COSTS AND EXPENSES	3,717,486.61	722 740 52	007.000			Budget YTD
	(50000 TO 58000) 77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00	103,400.00			Current Year
	67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47		2,244,699.24			
	76500	Travel Expense	95,389.09	152,982.02				Current Period
	79???	Miscellaneous expense	21.077.81					Company Name
	89000 +(9????)	Other Income and Expense	49.00					
20					i			
21		TOTAL COST AND EXPENSES	5,310,806.98	3,051,932.59	3,357,125.87			
22								
23								
24		NET INCOME FROM OPERATIONS	739,444.60	(3,051,932.59)	(3,357,125.87)			
25								

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



di la	A A	В	С	D	E	F.		G	н	1	13	•
1		Sample Cor	mpany	/	Eunet	ion Argum					-	
2		SUMMARY INCOME	STATE	MENT			ients					
3					GLAC	tualYTD						
í.							- GLINK	\$A11			18	= "(40000 TO 45000)"
5	Current Year:	2010 🗲		Actual	-	_	Year	\$855			14	= "2010"
5	Current Period:	06	_	Canod			Period				(14)	= '06'
r.		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	_	YTD							2.00	- 00
8			_		1		Company				(Alti	-
9					100	AccountCab	egoryCode	6			16	-
0												= -6050251.58
1	(40000 TO 45000)	NET SALES		A11,\$B\$5,\$B\$6)	Return	s the year	to date on	neral ledge	r actual amou	nt.		
23		COSTS AND EXDENSES		*****	1.1.1.1.1.1.1	202222	1000000				2122	e main accounts or accou
3	(50000 TO 58000)	COSTS AND EXPENSES Cost of Sales		3,717,486.61				GLL	the gener		ron o	e main accounts or accou
4	77000 +(77500)	Salary and Wage Expense		94,000.00						1.0		
		Operating Expense		1,382,804,47								
	76500	Travel Expense		95,389.09		la result =	\$6,050,25	51.58				
	79777	Miscellaneous expense		21,077.81	1 C	n this funct						0
9	89000 +(9????)	Other Income and Expense		49.00		THE PLACE	A41					(

- 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.

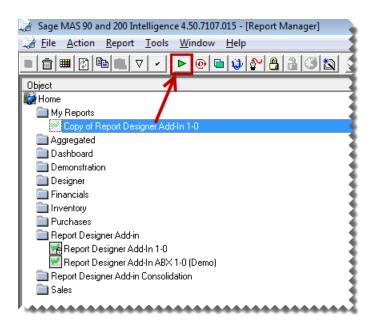
	A	B	C	D E	F	G
L		SAMPLE CO	MPAN	JY		
2						
3	\sim	SUMMARY INCOME	E STATEN	IENT		
L		Fiscal Year:	2010			
5		Fiscal Period:	06			
5				Actual	Original	Revised
7				YTD	Budget YTD	Budget YTD
(40000 TO 45	000)	NET SALES		6,050,251.58	0.00	0.00
D						
1		COSTS AND EXPENSES				
2 50000 TO 580	00	Cost of Sales		3,717,486.61	733,718.52	807,090.37
3 77000 + 7750	D	Salary and Wage Expense		94,000.00	94,000.00	103,400.00
4 67000 + (6800	0 TO 79000) + 98500	Operating Expenses		1,382,804.47	2,040,635.65	2,244,699.24
6 76500		Travel Expense		95,389.09	152,982.02	168,280.22
7 79???		Miscellaneous expense		21,077.81	30,596.40	33,656.04
8 89000 + 9????)	Other Income and Expens	e	49.00	0.00	0.00
9			_			
0		TOTAL COST AND EXPEN	SES	5,310,806.98	3,051,932.59	3,357,125.87
1			-			
		NET INCOME FROM OPE	DATIONS	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.



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

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15 40600	_		Δ.	cessorie
16 40700		Insert		scellaneo
17 40800		<u>D</u> elete		pair Sale
18 40900		Rename		turns & A
19 41800	_	Kename		erest Ince
20 42000	4	Move or Copy		her Incon
21 45000	Į.	<u>V</u> iew Code		counts A
22		Protect Sheet		
23		-		tal Reve
24		Tab Color		
25		Hide		st of Sal
26 50000		Unhide		st of Sals
27 50200 Right Click		<u>o</u> nniae		st of Sal≩
28 50300		Select All Sheets		st of Sak
Worldwi e Em	ler	p∠ Irvine∠ Au	anu	a / New
Ready 🛅 😽				3

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



Move or Copy	? 💌
Move selected sheets To book:	
MY REPORT.XLSX	_
(new book) MY REPORT.XLSX Copy of Report Designer Add-In 1	-01
K	Ŧ
	-
Create a copy	
ОК	Cancel

- 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.

1	A	В	С		E F	G	H I	J	К 🔺	•
Image: second				Sample Co	mpany					FINANCIALS
Image: Control of the second	2								=	lists formation to
S Current Month Year to Date Current Month Year to Da	3									lists formulas tr
Current Month Year to Date Current Month Year to Date <th< td=""><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	1									
Revenue States	i l		20	10	20	09	Vari	ance		ABX
Revenue State <			Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date		
Revenue Revenue Statule Statule Statule Statule Statule Statule Statule Account Groups 40000 Desk Sales \$2,371,254,61 \$573,679,90 \$3,442,092,84 (\$573,679,90) (\$1,070,838,23) Account Groups 40200 Chair Sales 1,580,836,42 382,455,06 2,294,730,34 (382,455,06) (713,893,92) Budget Codes 40400 Ergonomics Sales 1,021,556,37 101,987,61 611,927,69 (101,987,61) 409,628,68 Budget Codes 40400 Accessories Sales 263,472,72 63,772,71 382,485,26 (63,772,71) (119,012,54) Accounts 40700 Miscellaneous Sales 158,083,64 41,498,89 232,726,42 (41,98,89) (74,642,78) Accounts 40800 Repair Sales 158,083,64 41,498,89 232,726,42 (0.00 0.00 Accounts 41800 Interest Income 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 <td< td=""><td>_</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Account Categories</td></td<>	_									Account Categories
Revenue Revenue Sc3 371 254 61 Sc73 679 90 Sc3 442.092.84 (Sc73 679 90) Sc3 442.092.84 Account Types 40200 Chair Sales 1,580,836.42 382,455.06 2,294,730.34 (382,455.06) (713,893.92) Budget Codes 40200 Chair Sales 1,021,556.37 101,987.61 611,927.69 (101,987.61) 409,028.66 Main Account Types 40400 Ergonomics Sales 655,047.82 114,736.76 688,419.35 (114,736.76) (33,315.31) Main Accounts 40600 Accessories Sales 263,472.72 6,772.71 382,485.26 (60,772.71) (119,912.54) Accounts 40900 Repair Sales 158,083.64 41,498.89 232,726.42 (41,498.89) C4,422.78) Accounts 40900 Repair Sales 158,083.64 41,498.89 232,726.42 (41,498.89) C4,422.78) Accounts 40900 Returns & Allowances 0.00 0.00 0.00 Accounts 42000 Other Income 0.00 0.00 0.00 0.00 </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Account Groups</td>										Account Groups
2 40200 Chair Sales 1,580,836.42 382,455.06 2,294,730.34 (382,455.06) (713,893.92) Budget Codes 3 40300 Lighting Sales 1,021,556.37 101,987.61 611,927.69 (101,987.61) 409,628.68 Main Accounts 5 40600 Accessories Sales 263,472.72 63,772.71 382,485.26 (63,772.71) (119,917,61) Accounts 5 40600 Accessories Sales 263,472.72 63,772.71 382,485.26 (63,772.71) (119,012,54) Accounts 7 40800 Repair Sales 158,083.64 41,498.89 232,726.42 (14,498.89) 74,642.78) Accounts 7 41800 Interest Income 0.00	0	Revenue								need and broups
3 (1030) Lighting Sales 1,021,556,37 101,997,61 611,927,69 (101,987,61) 409,628,68 Budget Codes 4 (1040) Ergonomics Sales 655,047,82 114,736,76 688,419.35 (114,736,76) (33,371,53) Main Accounts 5 (40700 Miscellaneous Sales 263,472,72 63,772,71 382,485,26 (6,3772,71) (119,012,64) Accounts 6 (40700 Miscellaneous Sales 158,083,64 41,498,89 232,726,42 (41,498,89) (74,642,78) Accounts 8 (10900 Returns & Allowances 0.00 0.00 0.00 0.00 0.00 0.00 9 (14000 Interest Income 0.00 0.00 0.00 0.00 0.00 1 (45000 Discounts Allowed 0.00 0.00 0.00 0.00 0.00 2 Total Revenue 0.00 6,050,251.58 1,278,130.93 7,652,381.90 (1,278,130.93) (1,602,130.32)		Desk Sales		\$2,371,254.61	\$573,679.90	\$3,442,092.84	(\$573,679.90)	(\$1,070,838.23)		Account Types
3 40300 Lighting Sales 1,021,556,37 101,367,16 611,327,65 (101,367,61) 409,626,68 40400 Ergonomics Sales 655,067,82 114,736,76 688,419,35 (114,736,76) (33,371,75) Main Accounts 5 40600 Accessories Sales 263,472,72 63,772,71 382,485,26 (63,772,71) (119,012,54) Accessories Sales 263,472,72 63,772,71 382,485,26 (63,772,71) (119,012,54) Accessories Sales 263,472,72 63,772,71 382,485,26 (63,772,71) (119,012,54) Accessories Sales Accessories Sales 263,472,72 63,772,71 382,485,26 (63,772,71) (119,012,54) Accounts 7 40800 Repair Sales 158,083,64 41,498,89 232,726,42 (41,498,89) 74,642,78) Accounts 8 40900 Returns & Allowances 0.00 0.00 0.00 0.00 0.00 0.00 0.00 9 41800 Interest Income 0.00 0.00 0.00 0.00 0.00 0.00 0.00 1 45000 Discounts Allowed 0.00 0.00 0.00 0.00 0.00 0.00 0.00		Chair Sales		1,580,836.42	382,455.06	2,294,730.34	(382,455.06)	(713,893.92)		Budget Ceder
5 40600 Accessories Sales 263,472.72 63,772.71 382,485.26 (63,772.71) (119,012.54) 6 40700 Miscellaneous Sales 0.00 0.00 0.00 Accounts 7 40800 Repair Sales 158,083.64 41,498.89 232,726.42 (41,498.89) 74,642.78) 8 40900 Returns & Allowances 0.00 0.00 0.00 0.00 9 41800 Interest Income 0.00 0.00 0.00 0.00 1 45000 Discounts Allowed 0.00 0.00 0.00 0.00 2		Lighting Sales		1,021,556.37	101,987.61	611,927.69	(101,987.61)	409,628.68		Budget Codes
6 7 40700 Miscellaneous Sales Accounts 7 40800 Repair Sales 158,083.64 41,498.89 232,726.42 (41,498.89) (74,642.78) 8 40900 Returns & Allowances 0.00 0.00 0.00 0.00 9 41800 Interest Income 0.00 0.00 0.00 0.00 0 42000 Other Income 0.00 0.00 0.00 0.00 1 45000 Discounts Allowed 0.00 0.00 0.00 2		Ergonomics Sales		655,047.82	114,736.76	688,419.35	(114,736.76)	(33,371.53)		Main Accounts
7 7 40800 Repair Sales 158,083.64 41,498.89 232,726.42 (41,498.89) (74,642.78) 8 40900 Returns & Allowances 0.00 0.00 0.00 9 41800 Interest Income 0.00 0.00 0.00 1 45000 Discounts Allowed 0.00 0.00 0.00 2		Accessories Sales		263,472.72	63,772.71	382,485.26	(63,772.71)	(119,012.54)		
8 40900 Returns & Allowances 0.00 0.00 9 41800 Interest Income 0.00 0.00 1 45000 Other Income 0.00 0.00 1 45000 Discounts Allowed 0.00 0.00 2		Miscellaneous Sales					0.00	0.00		Accounts
9 41800 Interest Income 0 0.00 0.00 0 42000 Other Income 0 0.00 0.00 1 45000 Discounts Allowed 0.00 0.00 2		Repair Sales		158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)		
0 42000 Other Income 0.00 0.00 1 45000 Discounts Allowed 0.00 0.00 2		Returns & Allowances					0.00	0.00		
1 45000 Discounts Allowed 0.00 0.00 2		Interest Income					0.00	0.00		
2 Total Revenue 0.00 6,050,251.58 1,278,130.93 7,652,381.90 (1,278,130.93) (1,602,130.32)		Other Income					0.00	0.00		
3 Total Revenue 0.00 6,050,251.58 1,278,130.93 7,652,381.90 (1,278,130.93) (1,602,130.32)		Discounts Allowed					0.00	0.00		
4	3	Total Revenue	0.00	6,050,251.58	1,278,130.93	7,652,381.90	(1,278,130.93)	(1,602,130.32)		
	4									

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.



\mathbf{p}_{2}	A	В	С	D	E F	G	H C C C C C C C C C C C C C C C C C C C	
1			-	Sample Co	mpany			
2								
3								
4		Dolot						
5		Delet	e >20	10	20	09	Varia	ance 🛛
6			Current Month		Current Month	Year to Date	Current Month	Year to Date
6 7					Current Month	Year to Date	Current Month	Year to Date
_					Current Month	Year to Date	Current Month	Year to Date

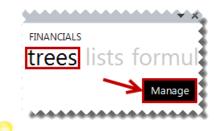
12. Create new titles and drag and drop the **Current Year**, **Current Period** and **Company Name** formulas into the required cells changing to the required formatting.

A	В	C D E	F G	H I J K	L M	N 🔺	▼ X
1	Sample Co	mpanv					FINANCIALS
2	Current Perio						formulas trees lis
3							Opening Balance
4		2010 🧲		Variance			Closing Balance
6			Current Month Year to Date	Correct Month Year to Date			Actual
7 8						_	Actual YTD
8 9 10	Revenue						Budget
11 40000	Desk Sales	\$2,371,254.61	\$573,679.90 \$3,442,092.84	(\$573,679.90) (\$1,070,838.23)			Budget YTD
12 40200	Chair Sales	1,580,836.42	382,455.06 2,294,730.34	(382,455.06) (713,893.92)			Current Year
13 40300	Lighting Sales	1,021,556.37	101,987.61 611,927.69	(101,987.61) 409,628.68			
14 40400 15 40600	Ergonomics Sales Accessories Sales	655,047.82	114,736.76 688,419.35	(114,736.76) (33,371.53)			Current Period
16 40600	Accessories Sales Miscellaneous Sales	263,472.72	63,772.71 382,485.26	(63,772.71) (119,012.54) 0.00 0.00			Company Name
. 17 40800	Repair Sales	158.083.64	41.498.89 232.726.42	(41.498.89) (74.642.78)			

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

F5		🖌 =GLCurrentYear("SAM" -1		-							
A 1		- occurrent car(·	- I	J	K	L	M	N	-	
Current Period: 06											financials formulas trees li	
3												Opening Balance
4												Closing Balance
5		2009 🧲		Vari						1		
6		Current Month Year to Date			Current Month						Actual	
7						_						Actual YTD
8 9 LO												
9												Budget
10 40000	Revenue Desk Sales	\$2.371.254.61	6572.070.00	62 440 000 04	(6572.070.00)	(64.070.000.00)						Budget YTD
2 40200	Chair Sales	1,580,836,42		\$3,442,092.84 2,294,730.34	(382,455.06)	(\$1,070,838.23) (713,893.92)					-	
3 40300	Lighting Sales	1,021,556.37	101,987.61		(101,987.61)							Current Year
4 40400	Ergonomics Sales	655.047.82	114,736,76		(114,736.76)							Current Period
5 40600	Accessories Sales	263,472.72	63,772.71		(63,772.71)							
6 40700	Miscellaneous Sales				0.00	0.00						Company Name
17 40800	Repair Sales	158,083.64	41,498.89	232,726.42	(41,498.89)	(74,642.78)						
18 40900	Returns & Allowances				0.00	0.00						

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.

Edit Reporting Tree				
Reporting Tree Units				
🖃 🗏 Worldwide Enterprises		Company Filter	Name	Account Filter Rule
All Cities	Þ	•	All Cities	
····· T Irvine ····· T Atlanta		•	Irvine	?????-01-???-???
New York		•	Atlanta	?????-02-???-???
📍 Houston		•	New York	?????-03-???-???
		•	Houston	?????-04-???-???
	*	-		

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

	A	В	С	D	E F	G	H		к	100	M	N		▼ ×
1		Sample Com	pany											REPORTING TREE
2		Current Period:	06										=	
3		Reporting Unit:	W	ORLDWIDE	ENTERPRIS	ES>ALL CI	TIES	←						€
			20	10	20	09	Var	ance					-	All Cities
6			Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date						Irvine Atlanta
7 8													-	- New York
9														Houston
10		Revenue												
		Desk Sales		\$2,371,254.61		\$3,442,092.84		(\$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)						



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.



	Community Com						FINANCIALS
1	Sample Co	mpany					
2	Current Perio	d: 06					formulas trees
3	Reporting Un	it: WORLDWIDE ENT	ERPRISES>AL	L CITIES			Opening Balance
4							Closing Balance
5		2010	2	009	Var	iance	Actual
6		Current Month Year to Da		th Year to Date		Year to Date	Actual YTD
7							Budeet
8							Budget
9							Budget YTD
10	Revenue	1		· · · ·			
11 40000	Desk Sales	52,371,254		0.5,142,092.84		(\$1,070,838.23)	Current Year
12 40200	Chair Sales	1,580,836		6 2,294,730.34			Current Period
13 40300	Lighting Sales	1,021,556	.37 🦰 101,987.6			409,628.68	Current Period
14 40400	Ergonomics Sales	655,047	.82 114,736.7	6 688,419.35	(114,736.76)	(33,371.53)	Company Name
15 40600	Accessories Sales	263,472	.72 63,772.7	1 382,485.26	(63,772.71)	(119,012.54)	
16 40700	Miscellaneous Sales				0.00	0.00	
17 40800	Repair Sales	158,083	.64 41,498.8	9 232,726.42	(41,498.89)	(74,642.78)	
18 40900	Returns & Allowances				0.00		
	Interest Income			1 1	0.00	0.00	
19 41800 20 42000	Other Income				0.00	0.00	

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

A	В	С	Function Arguments
1	Sample Com	ipany	GLActual
2	Current Period:	06	Year C\$5 = "2010" ==
	Reporting Unit:	WORLDWID	
			Company Sector
-		2010	
		Current Month Y	
			AccountGroupCode
_			AccountTypeCode 🛛 🙀 =
)			
0	Revenue		
1 40000 🦛		;2,,,,,\$C\$3)	BalanceType 💽 =
2 40200	Chair Sales		= 0
3 40300	Lighting Sales		Returns the month to date general ledger actual amount.
4 40400	Ergonomics Sales		Returns the month to tate general ledger actual amount.
5 40600	Accessories Sales		ReportTreeUnitPath is a reporting tree unit in the format : Treename>Parent>Parent>unit. Fo
6 40700	Miscellaneous Sales		example, Worldwide Enterprises>New York>NY Sales>NY Retail Sales.
7 40800	Repair Sales		
8 40900	Returns & Allowances		
9 41800	Interest Income		Formula result = \$0.00
0 42000	Other Income		Help on this function OK Cancel
1 45000	Discounts Allowed		nep on distancion OK Cancel

- 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.



1		Sample Co	mpany In	come Sta	a	tement			
2		Current Period:	06						
3	-	Reporting Unit:	WORLDWID	E ENTERPRISE	S>	>ALL CITIES			
4			20	10		20	09	Vari	ance
5			Current Month	Year to Date		Current Month	Year to Date	Current Month	Year to Date
6		Revenue							
7	40000	Desk Sales	0.00	2,371,254.61		573,679.90	3,442,092.84	(573,679.90)	(1,070,838.23)
8	40200	Chair Sales	0.00	1,580,836.42		382,455.06	2,294,730.34	(382,455.06)	(713,893.92)
9	40300	Lighting Sales	0.00	1,021,556.37		101,987.61	611,927.69	(101,987.61)	409,628.68
10	40400	Ergonomics Sales	0.00	655,047.82		114,736.76	688,419.35	(114,736.76)	(33,371.53)
11	40600	Accessories Sales	0.00	263,472.72		63,772.71	382,485.26	(63,772.71)	(119,012.54)
12	40700	Miscellaneous Sales	0.00	0.00		0.00	0.00	0.00	0.00
13	40800	Repair Sales	0.00	158,083.64		41,498.89	232,726.42	(41,498.89)	(74,642.78)
14	40900	Returns & Allowances	0.00	0.00		0.00	0.00	0.00	0.00
15	41800	Interest Income	0.00	0.00		0.00	0.00	0.00	0.00
16	42000	Other Income	0.00	0.00		0.00	0.00	0.00	0.00
17	45000	Discounts Allowed	0.00	0.00		0.00	0.00	0.00	0.00
18		Total Revenue	0.00	6,050,251.58		1,278,130.93	7,652,381.90	(1,278,130.93)	(1,602,130.32)

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.

1		Sample Co	mpany In	come St	atement				Worldwide Ente
2		Current Period:	06						
3		Reporting Unit:	WORLDWID	ENTERPRISE	S>ALL CITIES>F	OUSTON			$ \odot$
			20	10	20	09	Varia	ance	⊟ All Cities
5			Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Irvine Atlanta
6		Revenue							New York
7	40000	Desk Sales	0.00	355,688.19	86,052.37	516,314.31	(86,052.37)	(160,626.12)	Houston
8	40200	Chair Sales	0.00	237,125.46	57,368.26	344,209.55	(57,368.26)	(107,084.09)	
9	40300	Lighting Sales	0.00	63,233.45	15,298.20	91,789.21	(15,298.20)	(28,555.76)	
10	40400	Ergonomics Sales	0.00	51,934.54	17,210.48	103,262.87	(17,210.48)	(51,328.33)	
11	40600	Accessories Sales	0.00	39,520.91	9,561.68	57,368.56	(9,561.68)	(17,847.65)	
12	40700	Miscellaneous Sales	0.00	0.00	0.00	0.00	0.00	0.00	
13	40800	Repair Sales	0.00	23,712.55	5,736.83	34,420.96	(5,736.83)	(10,708.41)	
14	40900	Returns & Allowances	0.00	0.00	0.00	0.00	0.00	0.00	
15	41800	Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	
16	42000	Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
17	45000	Discounts Allowed	0.00	0.00	0.00	0.00	0.00	0.00	
18		Total Revenue	0.00	771,215.10	191,227.82	1,147,365.46	(191,227.82)	(376,150.36)	
19									

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.



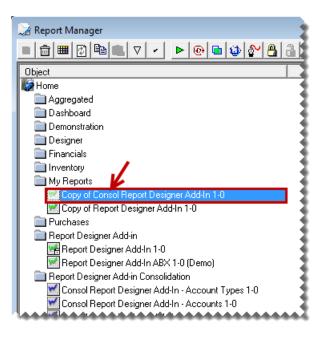
Consolidated Income Statement using Reporting Trees

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.
- 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.

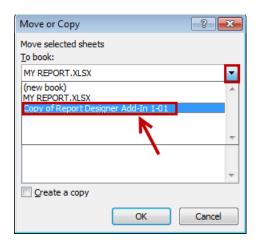


- 5. Run the copied Consolidated Report Designer Add-In report.
- 6. In Microsoft Excel, open the FRx report exported previously if it is not already open.
- 7. Right-click on the first worksheet tab and select **Move or Copy**.



14 40400 15 40600		gonomice cessorie
16 40700	Insert	scellaneo
17 40800	<u>D</u> elete	pair Sale turns & A
19 41800	Rename Move or Copy	erest Inc
20 42000	View Code	her Incon scounts A
22	Protect Sheet	tal Reve
24	<u>T</u> ab Color →	
25 26 50000	<u>H</u> ide	st of Sal st of Sale
27 50200 Right Click	Unhide	st of Sale
Zo 50300 II 4 → M Worldwi e Ence	Select All Sheets	st of Sak
Ready 🛅 🛛 🕫		2

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



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

Move or Copy		? <mark>- x</mark> -
Move selected sheet: To book:	S	
Copy of Report Desi	gner Add-In 1-01	-
Before sheet:		
Notes (move to end)		*
Create a copy		v

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.



A	В	C D	E F	G	H 🔺	· · · · · · · · · · · · · · · · · · ·
L	Sample Compa	iny				FINANCIALS
2	SUMMARY INCOME STA	TEMENT				lists formulas tre
3	Fiscal Year: 2010					lists ionnulas de
4						ABX
5		Actual	Original	Revised		АВХ
5		Period 6	Budget	Budget		
T		YTD	YTD	YTD		Account Categories
						Account Groups
						Account Groups
) L (40000 TO 45000)	NET SALES	\$6.050,251.58				Account Types
(40000 10 45000)	NET SALES	\$0,030,231.30				Budget Codes
3	COSTS AND EXPENSES					Budget Codes
(50000 TO 58000)	Cost of Sales	3,717,486,61	733,718,52	807.090.37		Main Accounts
5 77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00	103,400.00		Accounts
5 67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	2,040,635.65	2,244,699.24		Accounts
7 76500	Travel Expense	95,389.09	152,982.02	168,280.22		
8 79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04		
9 89000 +(9????)	Other Income and Expense	49.00				
1	TOTAL COST AND EXPENSES	5,310,806.98	3,051,932.59	3,357,125.87		
2						
3	NET INCOME FROM OPERATIONS	720 444 00	12 054 022 501	(2 257 425 07)		
5	NET INCOME FROM OPERATIONS	5 739,444.60	(3,051,932.59)	(3,357,125.87)		1
5						
7						·
▲ ▶ ▶ Notes 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.

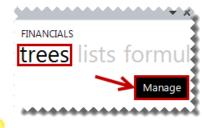
		Commis Comm		
1		Sample Compa		
2		SUMMARY, NCOME STA	TEMENT	
3		Fiscal Year: 2010	0	
4				
5		<u> </u>	Actual	Original
6		Delete	Peded 6	Budget 4
7			YTD	YTD
8				
9				
10				
11	(40000 TO 45000)	NET SALES	\$6,050,251.58	-
12				
13		COSTS AND EXPENSES		
14	(50000 TO 58000)	Cost of Sales	3,717,486.61	733,718.52
15	77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00

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



1	А	B C	D	E F	G	Н	1	J	K	▲ ★ ×
1										FINANCIALS
2		SUMMARY INCOME STATE	MENT							formulas trees lis
3										
4	Current Year		Actual	Original	Revised					Opening Balance
5	Current Period	: 06	Period	Budget	Budget					Opening balance
6			YTD	YTD	YTD					Closing Balance
7										
8										Actual
9										Actual YTD
	(40000 TO 45000)	NET SALES	(\$6,050,251.58)	(\$25,900.00)	(\$25,900.00)					
11										Budget
12		COSTS AND EXPENSES								Budget YTD
	(50000 TO 58000)	Cost of Sales	3,788,292.06	805,998.52						Budget YTD
	77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00						Current Year
	67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	2,040,635.65	2,244,699.24					
	67500	Interest Expense								Current Period
	76500	Travel Expense	95,389.09	152,982.02						Company Name
	79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04					company wante
	89000 +(9????)	Other Income and Expense	49.00							
20										
21		TOTAL COST AND EXPENSES	5,381,612.43	3,124,212.59	3,400,825.87					
22										
23				10 150 110 501	10.100 705 07					
24		NET INCOME FROM OPERATIONS	(11,431,864.01)	(3,150,112.59)	(3,426,725.87)					
25										

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: <u>Automatically Converting FRx Reporting Trees</u>

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

Edit Reporting Tree						
Reporting Tree Units						
🖃 🗧 Worldwide Enterprises		Company Filter	1	Name	Account Filter Rule	
Consolidated Companies	•	@ANY -	- C	Consolidated Companies		
🖃 ··· 🍸 Company B		ABC	- C	Company B		
···· 🝸 West		АВС	▼ Ea	ast	???-??-01	
Central		АВС	• w	Vest	???-??-02	
⊡… Y Company A		АВС	- C	Central	???-??-03	
		ABX	- C	Company A		
Trvine		ABX 👻	• н	louston	?????-04-???-???	
Atlanta		ABX	• N	lew York	?????-03-???-???	
		ABX 🔻	• In	rvine	?????-01-???-???	
		ABX	- A	tlanta	?????-02-???-???	
	*					

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



	А	В	С	D	E	F	G		
1									REPORTING TREE
2		SUMMARY INCOME	STATEM	ENT		_			Worldwide Enter
3	Reporting Unit:	WORLDWIDE ENTERPRISES	CONSOLID	ATED COMPANI	ES				· · · ·
4	Current Year:	2010		Actual		Original	Revised		(c)
5	Current Period:	06		Period		Budget	Budget		\smile
6				YTD		YTD	VTD		
7									Consolidated Companies
8									🕀 Company B
9									
10	(40000 TO 45000)	NET SALES		(\$6,050,251.58)		(\$25,900.00)	(\$25,900.00)		
11									
12		COSTS AND EXPENSES							
13	(50000 TO 58000)	Cost of Sales		3,788,292.06		805,998.52	850,790.37		
1.2.2.	72030 /77509	Scholy and Maded Electron and		A A A A 4080000	44	A A A4000000	A #02 A03 804	444	

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.

A	BC	D E	F F	G	Н	1	↓		
L							FINANCIALS		
	SUMMARY INCOME STATE	MENT					formulas trees I		
Reporting Un	Reporting Unit: WORLDWIDE ENTERPRISES>CONSOLIDATED COMPANIES								
Current Yes	ar: 2010								
Current Perio	d: 06	Actual	Original	Revised			Opening Balance		
5		Period	Budget	Budget			Closing Balance		
r		YTD	YTD	YTD					
							Actual		
9							Actual YTD		
.0							Actual FLD		
1 (40000 TO 45000)	NET SALES	\$6,050,251.58	(\$25,900.00)	(\$25,900.00)			Budget		
2						=			
.3	COSTS AND EXPENSES	2					Budget YTD		
4 (50000 TO 58000)	Cost of Sales	3,788,292.06		850,790 37			Current Year		
.5 77000 +(77500)	Salary and Wage Expense	94,000.00		103,400.00			Current real		
.6 67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	2,040,635.65	2,244,699.24			Current Period		
7 67500	Interest Expense								
8 76500	Travel Expense	95,389.09	152,982.02				Company Name		
9 79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04					
89000 +(9????)	Other Income and Expense	49.00							
1									
2	TOTAL COST AND EXPENSES	5,381,612.43	3,124,212.59	3,400,825.87					
3									
4									
15	NET INCOME FROM OPERATIONS	668,639.15	(3,150,112.59)	(3,426,725.87)					

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

A	В	C D	Function Arguments			- ? -
1			GLActualYTD			
2	SUMMARY INCOME STA	TEMENT	GLLink	\$A10	=	"(40000 TO 45000)"
Reporting Ur	it: WORLDWIDE ENTERPRISES>COI	SOLIDATED COMPAN	Year	\$8\$4	- 13	"2010"
	ar: 2010	Actual				"06"
Current Perio	od: 06	Period	Period	\$8\$5		06
i		YTD	Company	1	- 15	
7			AccountCategoryCode	***********	=	***************
8						
			AccountGroupCode		=	1
0 (40000 TO 45000)	NET SALES	\$\$5,,,,,\$B\$3	AccountTypeCode		=	
1			ReportTreeUnitPath	\$8\$3		WORLDWIDE ENTERPRISES > CONSC
2	COSTS AND EXPENSES			4040		
3 (50000 TO 58000)	Cost of Sales	3,788,292.06			=	
4 77000 +(77500)	Salary and Wage Expense	94,000.00			-	-6050251.58
5 67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	Returns the year to date gen	neral ledger actual amount.		
6 67500	Interest Expense		Descritter	- United the international term		
7 76500	Travel Expense	95,389.09				
8 79???	Miscellaneous expense	21,077.81				
9 89000 +(9????)	Other Income and Expense	49.00)			
0		E 204 C42 4	Formula result = (\$6,050,25	51.58)		
2	TOTAL COST AND EXPENSES	5,381,612.43				
3			Help on this function			OK Cancel
4	NET INCOME FROM OPERATIONS	6 (11,431,864.01) (3,150,112.59) (3,426	\$ 725 87)		
5	NET INCOME FROM OPERATIONS	5 (11,431,004.01	(5,150,112.59) (5,420	5,125.01		
6						
27						



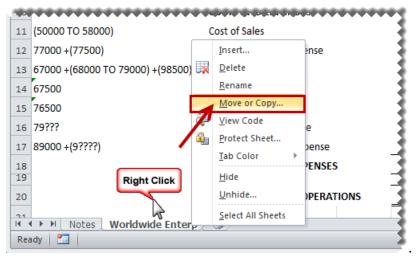
TIP: Remember to add the **ReportTreeUnitPath** to the function arguments to ensure the correct company is being reported on.

- 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.

2	A	В] D] E	F	G
1		SUMMARY INCOM	VE STATE	MENT	
3	Reporting Unit	: WORLDWIDE ENTERPRISES>	CONSOLIDATE	D COMPANI	ES
4	Current Year	: 2010	Actual	Original	Revised
5	Current Period	: 06	Period	Budget	Budget
6			YTD	YTD	YTD
8	(40000 TO 45000)	NET SALES	6,050,251.58	0.00	0.00
10		COSTS AND EXPENSES			
11	(50000 TO 58000)	Cost of Sales	3,717,486.61	733,718.52	807,090.37
12	77000 +(77500)	Salary and Wage Expense	94,000.00	94,000.00	103,400.00
13	67000 +(68000 TO 79000) +(98500)	Operating Expense	1,382,804.47	2,040,635.65	2,244,699.24
14	67500	Interest Expense	0.00	0.00	0.00
15	76500	Travel Expense	95,389.09	152,982.02	168,280.22
16	79???	Miscellaneous expense	21,077.81	30,596.40	33,656.04
17	89000 +(9????)	Other Income and Expense	49.00	0.00	0.00
18 19		TOTAL COST AND EXPENSES	5,310,806.98	3,051,932.59	3,357,125.87
20		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.

Move or Copy	? *
Move selected sheets <u>T</u> o book:	
Copy of Consol Report Designer Add-In	1-01 💌
Before sheet:	
Notes Worldwide Enterp (move to end)	*
Create a copy	

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

	A	в	С	D	E F	G	I CHOR	
1							_	REPORTING TREE
2		SUMMARY IN		/IE STATE	EMENT			Worldwide Enter
з	Reporting Unit:	WORLDWIDE ENTER	PRISES>0	CONSOLIDATI	ED COMPANI	ES>COMPA	NY A	€
4	Current Year:	2010		Actual	Original	Revised		⊡- Consolidated Companies
5	Current Period:	06		Period	Budget	Budget		Company B
6				YTD	1910	YTD		East
8	(40000 TO 45000)	NET SALES	-	6,050,251.58	0.00	0.00		West
9			-	-	-	-		Central
10		COSTS AND EXPENSES						- Houston
1.5	50000 TO 59000	Cachol Saleco	*****	21717 426 61	772749 59	202 020 22	haaad	Houston

26. Rename the worksheet accordingly.

	3
Notes / Worldwide Enterp Company A /	Ż
Ready 🛅	2

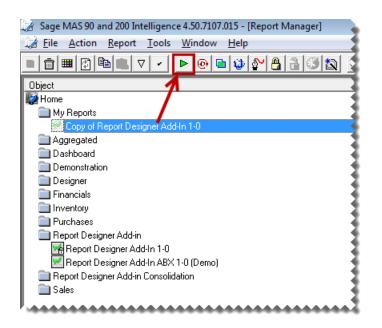
27. Repeat steps 22 to 27 for each additional company/reporting unit you would like to add to your workbook.



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**.

100		*********	
11	(40000 TO 45000)		NET SALES
12			
13			COSTS AND I
14	(50000 TO 58000)		Cost of Sales
15	77000 +(77500	Insert	Salary and Wa
16	67000 +(68000 📑	<u>D</u> elete	Operating Exp.
17	76500	Rename	Travel Expense
18	79???		Miscellaneous
19	89000 +(9????	Move or Copy	Other Income
20		new Code	
21	@	Protect Sheet	TOTAL COST
22		Tab Color →	
23	/		
24		<u>H</u> ide	NET INCOME
25	Right Click	Unhide	
26			
27		Select All Sheets	
			J
Rea	ady 🛅		

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



Move or Copy	×
Move selected sheets <u>T</u> o book:	
MY REPORT.XLSX	-
(new book) MY REPORT.XLSX	^
Copy of Report Designer Add-In 1-01	Ŧ
````	Ŧ
Create a copy	
OK Cancel	

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

Move or Copy	? <b>×</b>
Move selected sheets <u>T</u> o book:	
Copy of Report Designer Add-In 1-01	•
Before sheet:	
Notes (move to end)	*
Create a copy	Cancel

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	С	DE	F	G	H I		* · · · · · · · · · · · · · · · · · · ·
			Company A					FINANCIALS
		Fort	he Five Months Ending Ma	v 31 2010				formulas trees li
1		TOT	The The Month's Ending Ma	y 51, 2010				Ionnulas nees i
		Opening	Quarter	Quarter	Quarter	Quarter	Current	Opening Balance
		Balance	3	6	9	12	Month	Classing Balance
			_	-	-			Closing Balance
	Assets							Actual
)	Current Assets							ArticlaTD.
L 10000	Petty Cash	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00		Actual YTD
2 10100	Cash on Hand							Budget
3 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	Budget YTD
5 10400	Savings Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		Current Year
5 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							Current Period
3 11400	Credit Card Deposits							
11500	Allowance for Bad Debt	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)		Company Name
11600	Inventory Scrap							
11800	Inv Repairs Clearing							
2 12000	Inventory Lighting	188,769.81	245,840.42	141,530.29	141,530.29	141,530.29	(175,263.)	
12030	Inventory Desks			625,401.62	625,401.62	625,401.62	625,401	
12050	Inventory Ergonomics	157,021.21	303,035.95	77,933.92	77,933.92	77,933.92	(327,657.)	
12100	Inventory Accessories	29,663.90	75,814.61	162,003.01	162,003.01	162,003.01	83,374.	
12400	Inventory Repairs in Process	9,118.94	18,852.27	14,977.63	14,977.63	14,977.63	(4,975.)	
12600	Inventory Adjustments							
12650	Manufacturing Adjustments							

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.

1			
2		<ul> <li>Company A</li> </ul>	
3	For the F	ive Months Ending M	ay 31, 2010
4	Delete		
5			
6	Opening	Quarter	Quarter
7	Balance	3	6
8			

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

A	В	C D		F	G	H I	J	· · · · · · · · · · · · · · · · · · ·
1			Company A					FINANCIALS
2	Current Year:	2010 🕊	Quarterly Balans Shee	rt –				formulas troop li
3	Current Period	06						formulas trees li
5	Current Period:	00						
6		Opening	Quarter	Quarter	Quarter	Quarter	Current	Opening Balance
7		Balance	Quarter	Quarter	Quarter 9	12	Month	
3		Dalance		0		12	wonun	Closing Balance
)	Assets				$\sim$			Actual
0	Current Assets							
1 10000	Petty Cash	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00		Actual YTD
2 10100	Cash on Hand	975.00	\$15.00	\$15.00	5.00	313.00		Budget
3 10200	Regular Checking	122.039.12	(55,853.98)	227.365.49	227,365.49	227 365.49	(379,677.	budget
4 10300	Payroll Checking	2.720.92	3.656.92	4,280,92	4,280,92	4.280.92	312	Budget YTD
5 10400	Savings Account	10.000.00	10.000.00	10.000.00	10.000.00	10.000.00	0.12	
6 11000	Accounts Receivable	692.383.81	1,360,215.22	1,295,461.07	1,295,461,07	1.295.461.07	429.024	Current Year
7 11300	Other Receivables		1,000,010,00	1,200,101101	.,	1,200,101101		Current Period
8 11400	Credit Card Deposits							
9 11500	Allowance for Bad Debt	(13,385.93)	(13,385.93)	(13,385.93)	(13.385.93)	(13.385.93)		Company Name
0 11600	Inventory Scrap	( ,,			( , ,	(		
1 11800	Inv Repairs Clearing							
2 12000	Inventory Lighting	188,769,81	245.840.42	141.530.29	141.530.29	141.530.29	(175,263.)	
3 12030	Inventory Desks			625,401.62	625,401.62	625,401.62	625,401	
4 12050	Inventory Ergonomics	157,021.21	303,035.95	77,933.92	77,933.92	77,933.92	(327,657.:	
5 12100	Inventory Accessories	29,663.90	75,814.61	162,003.01	162,003.01	162,003.01	83,374	
6 12400	Inventory Repairs in Process	9,118.94	18,852.27	14,977.63	14,977.63	14,977.63	(4,975.	
7 12600	Inventory Adjustments							
8 12650	Manufacturing Adjustments							

- 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.



A	B	C D	E	F	G	H I	J	• · · · · · · · · · · · · · · · · · · ·
L			npany A					FINANCIALS
2			Balance Sheet					
3	Current Year							formulas trees
4	Current Period	06						
5			-		-			Opening Balance
6		Opening	Quarter	Quarter	Quarter	Quarter	Current	Opening balance
7		Balance	3	6	9	12	Month	Closing Balance
8								
9	Assets							Actual
10	Current Assets							Actual YTD
11 10000	Petty Cash	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00		
12 10100	Cash on Hand			4	1		/ *	Budget
13 10200	Regular Checking	122,039.12	(55,853.98)	227,365.49	227,365.49	227 365.49	(379,677.97)	Dude to TD
14 10300	Payroll Checking	2,720.92	3,656.92	4,280.92	4,280.92	4,280.92	312.00	Budget YTD
15 10400	Savings Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		Current Year
16 11000	Accounts Receivable	692,383.81	1,360,215.22	1,295,461.07	1,295,461.07	1,295,461.07	420,024.35	
17 11300	Other Receivables	1						Current Period
18 11400	Credit Card Deposits	1		1				Commente
19 11500	Allowance for Bad Debt	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)	(13,385.93)		Company Name
20 11600	Inventory Scrap							
21 11800	Inv Repairs Clearing	1						
22 12000	Inventory Lighting	188,769.81	245,840.42	141,530.29	141,530.29	141,530.29	(175,263.37)	
23 12030	Inventory Desks			625,401.62	625,401.62	625,401.62	625,401.62	
24 12050	Inventory Ergonomics	157,021.21	303,035.95	77,933.92	77,933.92	77,933.92	(327,657.20)	
25 12100	Inventory Accessories	29,663.90	75,814.61	162,003.01	162,003.01	162,003.01	83,374.20	
26 12400	Inventory Repairs in Process	9,118.94	18,852.27	14,977.63	14,977.63	14,977.63	(4,975.17)	

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

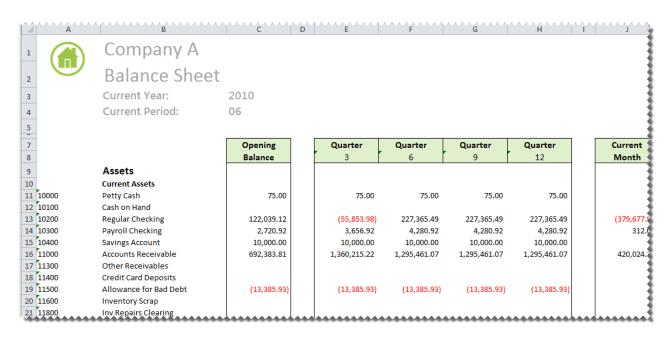
SUM	→ ( X ✓ 🛵 =GLClosingBalanc	<b>(</b> ) <i>(</i>									
A	В	С	D	E	F	G	н	1	J	<b></b>	
1				Company A							FINANCIALS
2			Qua	rterly Balance Sh	eet						FINAINCIALS
3	Current Year:	2010 🧲			Function Arguments						- ? -
4	Current Period:	06									
5					GLClosingBalance						
6		Opening		Quarter	GLLir	nk \$A11		:	= "10000"		
7		Balance		3	Yei	ar \$C\$3			= "2010"		
8											-
9	Assets				Perio	od \$E\$7			= "3"		-
10	Current Assets				Compar	iy		:	-		
11 10000 🗲	Petty Cash	\$75.00	1	,\$C\$3,\$E\$7)	AccountCategoryCoc	ie					
10100	Cash on Hand										
10200	Regular Checking	122,039.12		(55,853.98)				-	= 75		
4 10300	Payroll Checking	2,720.92		3,656.92	Returns the closing balance	e general ledger ar	mount.				
10400	Savings Account	10,000.00		10,000.00		Company is	the company code re	etrieved	from the genera	l ledaer.	
11000	Accounts Receivable	692,383.81		1,360,215.22					-	-	
11300	Other Receivables										
11400	Credit Card Deposits										
11500	Allowance for Bad Debt	(13,385.93)		(13,385.93)	Formula result = \$75.00						
20 11600	Inventory Scrap				11.1 A. 11. 11. 11.					ОК	Caraal
11800	Inv Repairs Clearing				Help on this function					UK	Cancel
22 12000	Inventory Lighting	188,769.81		245,840.42	141,530.29	141,530.29	141,530.2	9	(175,2	63.	
23 12030	Inventory Desks				625,401.62	625,401.62	625,401.6	2	625,4	401.	
24 12050	Inventory Ergonomics	157.021.21		303.035.95	77.933.92	77.933.92	77.933.9	2	(327,6	57 :	

✓ *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.



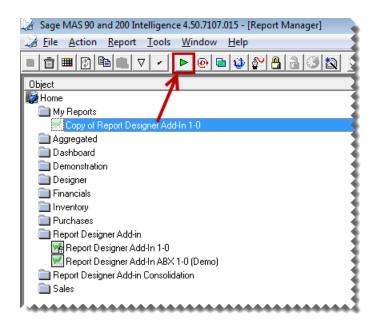




#### **Cash Flow Report**

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**.

1		*********	
11	(40000 TO 45000)		NET SALES
12			
13			COSTS AND
14	(50000 TO 58000)		Cost of Sales
15	77000 +(77500	Insert	Salary and Wa
16	67000 +(68000 🙀	<u>D</u> elete	Operating Exp
17	76500	Rename	Travel Expense
18	79???		Miscellaneous
19	89000 +(9????	Move or Copy	Other Income
20	Q	new Code	
21	<b>@</b>	Protect Sheet	TOTAL COST
22		Tab Color	
23	<b>′</b>		
24		<u>H</u> ide	NET INCOME
25	Right Click	Unhide	
26			
27		Select All Sheets	
Rea	ady 🔚		



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

Move or Copy		? <b>X</b>
Move selected sheets To book:	s	
MY REPORT.XLSX		-
(new book) MY REPORT.XLSX Copy of Report Desi	oner Add-In 1-01	^
	K	Ŧ
	Ň	Ŧ
Create a copy		
	ОК	Cancel

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

Move or Copy	? <mark>- x -</mark>
Move selected sheets To book:	
Copy of Report Designer Add-In 1-01	-
Before sheet:	
Notes (move to end)	*
	~
Create a copy	Cancel

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.

1	А	В	C	D	E	F	G	H 🔺	
1		Company A							FINANCIALS
2									
3		For the Five Months Ending M	ay 31, 2010						formulas trees li
L.									
5									On online Balance
5			Current Period	Year to Date					Opening Balance
' I									Closing Balance
		Cash Flow from Operating A	ctivities:						
1	(40000 TO 90100)	Net Income (Loss)	\$1,218.48	\$499,721.12					Actual
0	· · · ·	Adjustments to Reconcile to:							Actual YTD
1		Changes in Operating Assets & Lia	abilities						Actual FTD
2	11000	Accounts Receivable	(420,024.35)	(1,295,461.07)					Budget Budget YTD
	12000	Inventory Lighting	175,263.37	(141,530.29)				_	
	12030	Inventory Desks	(625,401.62)	(625,401.62)				=	
	12050	Inventory Ergonomics	327,657.20	(77,933.92)					Current Year
	12100	Inventory Accessories	(83,374.20)	(162,003.01)					current rear
	12400	Inventory Repairs in Process	4,975.17	(14,977.63)					Current Period
	14000	Prepaid Expenses							
	14100	Employee Advances							Company Name
	17000	Accumulated Depreciation Furniture		81,798.41					
	17100	Accumulated Deprecation Equipment		57,685.76					
	17200	Accumulated Depreciation Trucks		59,694.40					
	19000	Deposits		(3,000.00)					
	19150	Accumulated Amortization Org. Cost	s						
	20000	Accounts Payable	232,578.37	1,013,048.82					
	20100	Steelcase Payable	(48, 129.64)						
7	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.

A	В	С	D	E F	G	<b>▼</b> :
1	Cash Flow Report					FINANCIALS
2						
3	Current Year:					formulas trees
4	Current Period:	06				
5						On animal Palance
6		Current Period	Year to Date			Opening Balance
7						Closing Balance
8	Cash Flow from Operating Activities:					
9 (40000 TO 90100)	Net Income (Loss)	\$1,218.48	\$493,721.12			Actual
LO	Adjustments to Reconcile to:					Actual YTD
11	Changes in Operating Assets & Liabilities					Actual FLD
11000	Accounts Receivable	(420,024.35)	(1,295,461.07)			Budget
l3 <b>12000</b>	Inventory Lighting	175,263.37	(141,530.29)			
12030	Inventory Desks	(625,401.62)	(625,401.62)			Budget YTD
12050	Inventory Ergonomics	327,657.20	(77,933.92)			Current Year
12100	Inventory Accessories	(83,374.20)	(162,003.01)			current rear
12400	Inventory Repairs in Process	4,975.17	(14,977.63)			Current Period
14000	Prepaid Expenses					
19 14100	Employee Advances					Company Name
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)				1

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.

	А	В	C	D	E	F	<u>*</u>
L		Cash Flow Report					FINANCIALS
2							
		Current Year:					formulas trees
ŧ.		Current Period:	05				
5							Opening Balance
5			Current Period	Year to Date			Opening Balance
7							Closing Balance
8		Cash Flow from Operating Activities:					
9	(40000 TO 90100)	Net Income (Loss)	\$1,218.48	\$499,721.12			Actual
LO		Adjustments to Reconcile to:		¢ :			Actual YTD
11		Changes in Operating Assets & Liabilities					Actual ITS
_	11000	Accounts Receivable	(420,024.35)	(1,295,461.07)			Budget
	12000	Inventory Lighting	175,263.37	(141,530.29)			
	12030	Inventory Desks	(625,401.62)	(625,401.62)			Budget YTD
	12050	Inventory Ergonomics	327,657.20	(77,933.92)			Current Year
	12100	Inventory Accessories	(83,374.20)	(162,003.01)			
	12400	Inventory Repairs in Process	4,975.17	(14,977.63)			Current Period
	14000	Prepaid Expenses			1		Company Name
	14100	Employee Advances		1			Company Name
	17000	Accumulated Depreciation Furniture		81,798.41			
	17100	Accumulated Deprecation Equipment		57,685.76			
	17200	Accumulated Depreciation Trucks		59,694.40			
	19000	Deposits		(3,000.00)			
	19150	Accumulated Amortization Org. Costs					
_	20000	Accounts Payable	232,578.37				
	20100	Steelcase Payable	(48,129.64)				



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

	А	В	С	Function Arguments		
1		Cash Flow Report				
2				GLActual		
3		Current Year:	2010	GLLink	\$A9	= "(40000 TO 90100)"
4		Current Period:	05	Year	\$C\$3	<b>[56]</b> = "2010"
5						
5			Current Period	Period		iii = "05"
7				Company		=
в		Cash Flow from Operating Activities:		AccountCategoryCode		=
) (	40000 TO 90100	Net Income (Loss)	.9,\$C\$3,\$C\$4)			
.0	,	Adjustments to Reconcile to:				= -1218.48
.1		Changes in Operating Assets & Liabilities		Returns the month to date ge	neral ledger actual amount.	
2 1	11000	Accounts Receivable	(420,024.35)		GLLink is the account code fro	m the main accounts or accounts list n
3 1	12000	Inventory Lighting	175,263.37		the general ledger.	
4 1	12030	Inventory Desks	(625,401.62)			
5 1	12050	Inventory Ergonomics	327,657.20			
6 1	12100	Inventory Accessories	(83,374.20)	Formula result = (\$1,218.48	)	
7 1	12400	Inventory Repairs in Process	4,975.17	University of the American		
	14000	Prepaid Expenses		Help on this function OK		

- 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.

	А	В	С	D
1		Cash Flow Report		
2	$\smile$			
3		Current Year:	2010	
4		Current Period:	05	
5				
6			<b>Current Period</b>	Year to Date
7				
8		Cash Flow from Operating Activities:		
9	(40000 TO 90100)	Net Income (Loss)	(1218.48)	499721.12
10		Adjustments to Reconcile to:		
11	_	Changes in Operating Assets & Liabilities		
12	11000	Accounts Receivable	(420024.35)	(1295461.07)
13	12000	Inventory Lighting	175263.37	(141530.29)
14	12030	Inventory Desks	(625401.62)	(625401.62)
15	12050	Inventory Ergonomics	327657.20	(77933.92)
16	12100	Inventory Accessories	(83374.20)	(162003.01)
17	12400	Inventory Repairs in Process	4975.17	(14977.63)
18	14000	Prepaid Expenses		
19	14100	Employee Advances		



### Automatically Converting Reporting Trees from FRx

#### Using FRx Reporting Trees Converter

#### SUPPORT FOR THIS UTILITY

- Please note this utility is <u>only</u> 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:



File Action Report Tools	Window Help
Object	Properties
Home Converted FRx Reports Dashboard Demonstration Designer Financials Inventory	MetaData Repository Location         \\\servername\metadatarepository         Auto Connect Server         C:\Sage\Sage 100\\Version4\MAS90         Auto Connect Catalog         ABX

- 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:

Formatted Excel (XLS, XLSX)	Excel options Activate Workbook
File name: MY REPORT.XLSX	✓ Format as Excel outline
Print and other output options are available within viewer	Password:
🗹 Replace file without warning	
Prompt for output type at run time	- Worksheet options
Delete file after printing, viewing, or sending	Print headings
Print immediately	Print format rows
Chain to catalog ID:	Print underscore rows
	V Export formulas

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 ( <b>DES</b> , <b>LFT</b> , <b>RGT</b> , and <b>CEN</b> 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	<ul> <li>Use this option only with worksheets to export formulas from the row format (TOT) and column layout to the worksheet.</li> <li>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: <ul> <li><i>Row Formats</i>:</li> <li>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.</li> <li>Calculation rows (CAL format code) will not be exported.</li> <li>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.</li> <li>Column formats: <ul> <li>Base calculations (used with CBR rows) will be exported.</li> <li>Simple calculations will not be exported. A complex calculation is defined as any calculation containing parentheses.</li> <li>Columns with a SD (Suppress Details) column restriction will not export formulas since the formulas cannot be calculated.</li> <li>Columns using a formula that references a specific cell (such as B/B100) will not be exported.</li> <li>NP (non-printing) columns are always exported as hidden columns.</li> </ul> </li> <li>Note: The Export Formulas option is only supported at the Financial Report detail level. Account and Transaction detail levels will not include formulas.</li> </ul></li></ul>

