Sage 300 Intelligence Reporting Cloud

Release Notes

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Table of Contents

1.0 Introduction

Introduction to Sage 300 Intelligence Reporting Cloud

1.1 Purpose of the project

This project was initiated to be able to give users of Sage 300c an easy tool to create accurate and reusable financial reports within the web pages.

1.2 Application Requirements

- Sign-in credentials for Sage 300c version 2017.1
- A basic knowledge of accounting

1.3 Browser Compatibility

- Chrome (Version 45 and above) in a windows environment
- Edge and Internet Explorer (Version 11) in a windows environment
- Firefox (Version 41 and above) in a windows environment
- Opera (Version 31 and above) in a windows environment
- Safari for Mac (Version 8 and above)

1.4 Available Languages

- English
- French

2.0 Features

2.1 Home page

Once you have successfully signed in to your Sage 300c application, select Intelligence. Here select Open to launch Intelligence Reporting into a new tab

Note: Ensure your browser settings does not block popups from this page.

The page will offer the following options:

Button label	Description
My Reports	This folder contains out the box and all your customized report layouts. Only you have access to these reports and other users are not able to see any of your customized reports.
Create Financial Reports	Once you click on this tab, you will be requested to name your new report. Once named, the creation deck will open up for you to start designing
Show Me How	Contains help videos to assist you in using the software
Learn more	Contains step by step interactive guide and videos on how to navigate through the software.

2.1.1 Learn more

This button can be found in the bottom right corner of every screen. By selecting this, you will have access to a step by step interactive tour guiding you through the software. The options available will be based on the current screen the user is found in.

With this guide, users will have access to helpful video's and information about the various features available. The helpfile can also be accessed from this location.

Note: This in product tour is only available in English for this release. You have to have internet connection in order to access the tour.

2.1.2 My Reports

This folder contains all your standard out the box and customized reports. Only financial reports are included in this release.

Financial

When you open the financial folder you will notice that there are already reports available. These reports are termed “Out the box reports” – these are reports that are created by Sage Intelligence to get you started. You will have to copy and customize these reports to your setup.

To ensure these reports are always in pristine state, they have been locked. If you would like to customize them, simply copy the report of your choice, give it a unique name, and make your changes.

Button Label	Description
Run	Allows you to run out the selected report. Once selected, the system will prompt you for filters to ensure the report is run out for the information you would like to see.
Edit	Not available for out the box reports. This option will allow you the ability to make changes to an existing report that is not locked.
Copy	Make a copy of the report, so you can make changes without changing the existing report. When this option is clicked you will be prompted to name your new report – it may not be given the same name as an existing report.
Delete	Not available for out the box reports. Allows you to delete a reports. Once a report is deleted, it cannot be recovered.
Export	Allows you to export the report definition. This can then be shared with other users who can import this and use your layout to run on their data.
Shortcuts available from this page	
Create a Financial Report	Allows you to create a new report from scratch.
Quick Create a Financial Report	Quickly create a new report using predefined rows and columns.
Import	Allows you to import a report definition received from other users into your report screen.

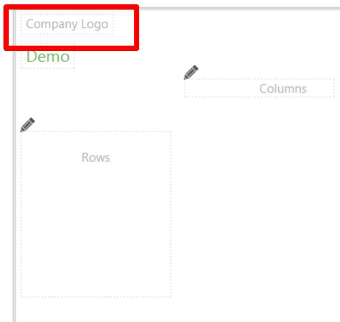
2.1.3 Create Financial Report

This menu items takes you through to the design screen. This screen houses all the tools you need to create your financial reports.

When this item is first clicked, you will be prompted to give your new report a name. This is the name that will appear in the “My Reports” folder.

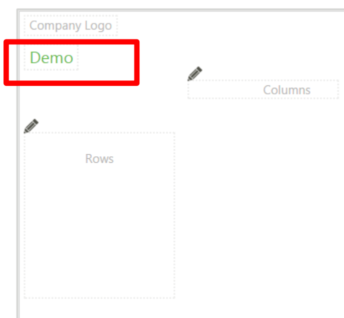
Adding a logo to your report

To allow you to customize your report in such a way that it displays a logo on the top left, you can click on the area labelled "Company Logo" in the top right of the screen.



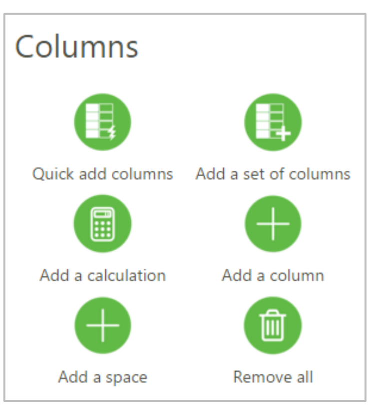
Changing the title of the report

If at any time you would like to change the title of the report, simply click on the title and type in the new name.



Note: The new name will only appear here, it will not change in the My Reports listing

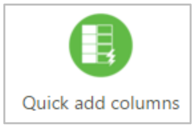
Inserting columns into your report



Select the pencil icon above the columns section to get access to these options. You have a selection of options that will give you the ability to add columns to your report. The different options give you the flexibility that best suits you.

Columns are the line items that run vertically in your report, for example Actual or Actual YTD values.

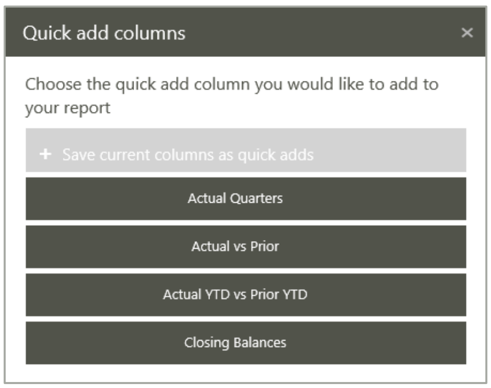
Quick add columns



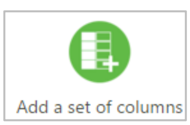
This option gives you the quick and easy option to add a collection of columns that have already been pre-defined for you - both by Sage Intelligence and / or yourself.

Best practice would be to use this option, when you already have a collection of columns in mind for the report you would like to create.

If you would like to save your own collection of columns you have just created, you can click “Save current columns as pre-defined columns”, once you have given the collection a name, the option will be added to the list for re-use again and again.

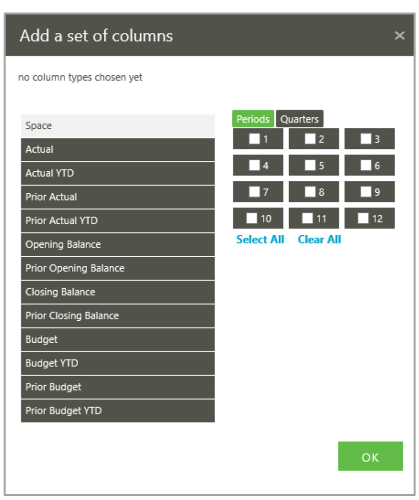


Add a set of columns



This option allows you to choose from a set of available columns. To select a column, simple click on it and you will see it add to the preview pane at the top.

Best practice would be to use this option when you know what report you would like to create and need full customization ability.



Once you are happy with your column selection, chose a time scale for the report – you can filter your options by periods and quarters.

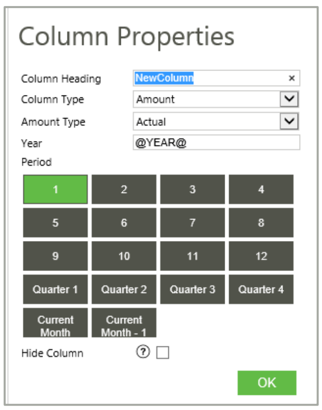
To allow you an easy to read report, you can insert spaces.

Note: Once you have added a set of columns you can then save them into the quick add menu for re-use on other reports

Add a column

This option is available if you would like to add one column at a time.

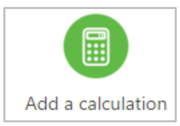
This is recommended if you know the exact column you need to see and want full control and customizing ability.



Column Property	Description
Column Heading	This is the name will be displayed on the report
Column Type	Will the column be used to display a specific amount, or will it show a calculation
Amount Type	If “amount” is selected in column type, this option will let you determine the type i.e. actual, budget etc.
Year	Enables you to choose what year would you like the column to represent?

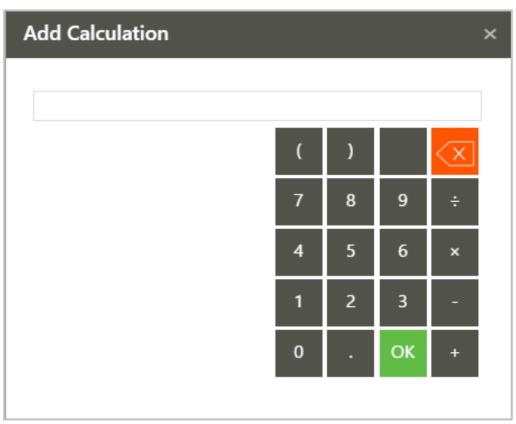
	• The year selected for the report filters • The year prior to the year filter • A specific year
Period	What period would you like the column to represent?
Hide Column	This is a tick box. When this is ticked, this column item is available to use in a calculated column but will not show when the report is run out.

<u>Add a calculation</u>

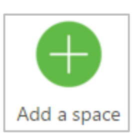


This option is used when a calculated column is required, for example adding periods together.

When this option is clicked, you will see all the columns in your report that can form part of a calculation. If the column you need in your report does not appear in this list, you can manually add the column to the report via the "Add Column" option.

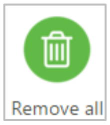


<u>Add a space</u>



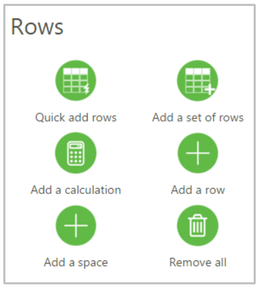
Use the space to make your reports easier to read. When you click on this option it will insert a space column into the report.

Remove all

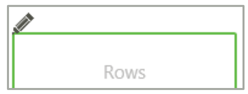


Remove all the columns currently in the report.

Inserting rows into your report

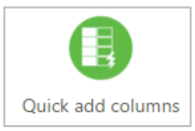


Use the rows menu to select a method of inserting rows into your report. Select the pencil icon above rows to get access to these options.



Rows are the line items that run horizontally in your report, for example Revenue or Cost of Sale.

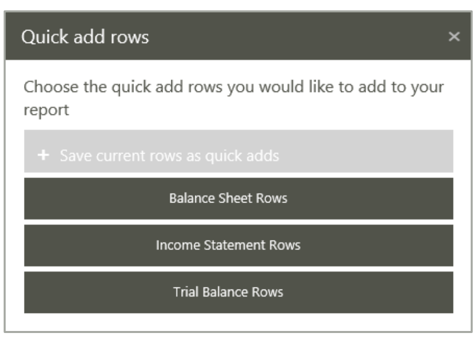
Quick add rows



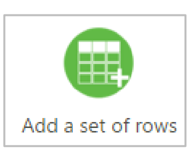
This option gives you the quick and easy option to add a collection of rows that have already been pre-defined for you - both by Sage Intelligence and by yourself.

Best practice would be to use this option when you already have a collection of rows in mind for the report you would like to create.

The software will arrive with options that have been created for you by Sage Intelligence. If you would like to save your current collection of rows to the “Quick Add rows list”, you can click “Save current rows as quick add rows”. Once you have given the collection a name, the option will be added to the list for re-use again and again.

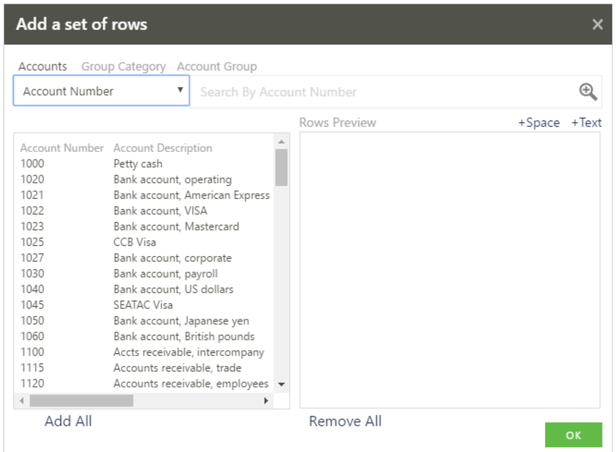


Add a set of rows



This option will allow you the ability to search and add any general ledger for accounts/ account categories to the report.

This option is recommended when you need full control over what accounts you want to add. This feature is designed for users who have very specific customization requirements.



To make it easier to find the specific account you are looking for, you can use the search options. This allows you to search by company, account number or description. When you search, you will notice that the options in the boxes below decrease to match your search.

The preview pane will show you how the rows will appear in the report.

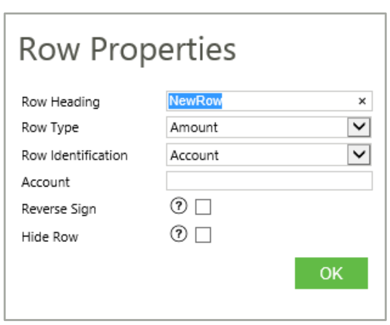
Use the space and the text shortcuts on the top right, to make your report easier to read and understand.

Once you are happy that the preview has everything you need, click okay to insert the rows into the report.

Add a row

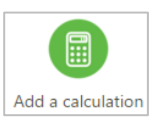
This option is available if you would like to add one row at a time.

This is recommended if you know the exact row you need to see and want full control and customizing ability.



Row Properties Menu	Description
Row Heading	This is the name that will be seen in the report
Row Type	Which of the following would you like this row to display? • **Amount:** Either a specific account or an account category. • **Calculation:** This row is a calculated value, made up of one or more other rows used in a calculation. • **Text:** Used for heading rows
Row identification	Is displayed when the amount row type is selected. To allow you to select either account or account category
Account category	You will need to choose account or account class to represent the row
Reverse sign	Allows you to reverse the sign for the row. For example, if a row is reflecting as a credit account and you do not want a negative value in your report, you can click on the reverse sign box to make it a positive value.
Hide Row	This is a tick box. When this is ticked, this row item is available to use in a calculated row but will not show when the report is run out.

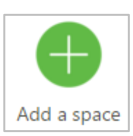
Add a calculation



This option is used when a calculated row is required.

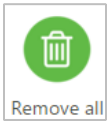
When the option is clicked you will see all the rows in your report that can form part of a calculation. If the row you need in your report does not appear in this list, you can manually add it through the “Add Row” option and then add it to the report.

Add a space



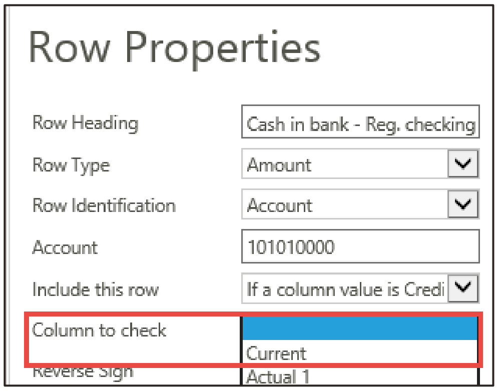
Use the space to make your reports easier to read. When you click on this option, it will insert a space row into the report.

Remove all



Remove all the rows in the report.

Once the debit or credit display option has been setup, an additional menu item “Column to check” will be indicated. Here the user has to specify which of the existing column balances should be used to determine whether the balance is a debit or credit value.



Note: Columns used in this setup cannot be deleted while referenced by a row property. Predefined rows and columns can also not be created with this setup present.

Reporting Action Panel

The Action panel provides quick access to general reporting functions.

Functions available from the action panel are:

Button	Action
Run	Use this button to run out your report into the online report
Save	Use this button to save your report
Filter	Filters are required to determine the information you want to see in the run out report
Help	Use this button to launch the help file
Expand / Collapse	Use this button to increase/decrease the number of action panel buttons you can see.

Online Report

Once the report is run out, the screen will change to a full page HTML report.

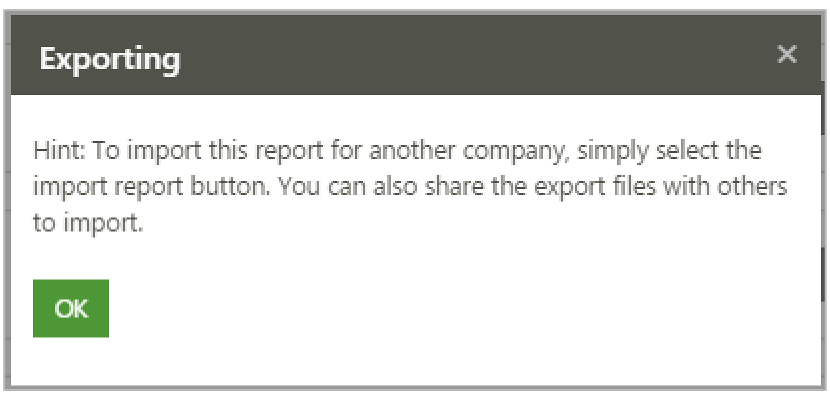
Along the top of the report is a tool bar with action options.

Button	Action
Back	This takes you back to the Online Report Designer editor.
Excel	Download this report into Excel with static values.
Edit	If you see something in the report that you would like to change, you have the option to go back and edit the report. Simply click on edit and make the changes you deem fit.

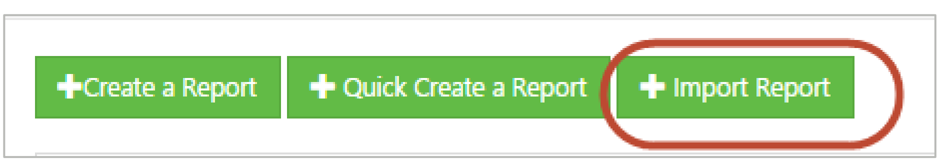
Note: Account balance values of 0 will show as blank in the run out report.

2.2 Importing and Exporting Reports

Not only can users create reports, they are now able to Export / Import reports. This makes it possible to import reports into different user accounts. i.e. Create a report, download it then share the downloaded file with another user.



They will be able to import the downloaded file

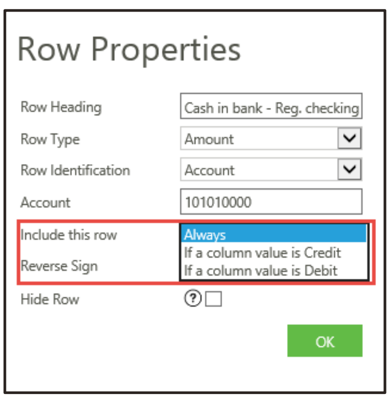


2.3 Flip Account Settings

Users will now have the ability to show/hide rows based on whether the account has a debit or credit balance as at a given period in the Online Report Designer. This allows for accurate Balance Sheet creation where a Current Asset account can either be found under the Current Liabilities section and vice versa, based on the setup done by the user and the balance value (debit or credit).

In order to use this feature in a Balance Sheet for example, the same account row needs to be created under both the Asset and Liabilities sections.

A new dropdown menu item, “Include this row”, has been added to the Row Properties screen. The default value of “Always” indicate that the balance will always be shown for this account. “If a column value is Credit” indicates that this row will only be visible in the run out report should the balance be less than zero. “If a column value is Debit” indicates this will only be visible in the run out report if the balance is bigger than or equal to zero.



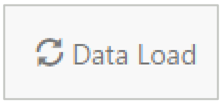
Note: This feature is only available for account rows. The new menu items will not be available for other row options.

2.4 Data Load

The data load functionality allows users the ability to select which years they would like data to be loaded for. While a data load is running, the user has the ability to navigate through the system.

Note: While a data load is occurring, report setup options available will be based on data already loaded. You will however not be able to run a report until all data has been loaded as incomplete results may be generated otherwise.

The Data Load icon found in the top right corner of the Online Report Designer. It will appear blue while a data load is in progress and grey when this is complete.



For this release, you are only able to load data for the company you are signed in to within Sage 300c. You are able to select multiple years in this screen as required. The system will remember your selection for next time.

Note: Company and year data already loaded will not be refreshed if it is already loaded and another load is initiated by the user. Only new company and year data will be loaded.

3.0 Known Issues

Screen resizing

When the window size is reduced, tile alignment is thrown off into a vertical alignment

Space button becomes dysfunctional when deleted from the middle of Columns on "Add a set of Columns"

In the add a set of columns screen, the space button will cease working, once columns are shuffled and a space is deleted.

Report changes lost if the system times out

If the system has been inactive for 57 minutes, the session will expire. This is a security feature built into the software to ensure your data is kept safe and secure.

When creating or editing a new report, if the system is left unattended for 57 minutes. Your changes will be lost. To avoid this, please ensure that you save your changes.

Special character on Export / Import

Please note if an exported report has special characters in the title (any character that is not alpha or numeric). It will be changed into a dash.

If this is not suitable, please change the name of the report in the folder structure, or rename the report when you are in the import process.

Limitation on the size of the report that can be generated

There are limitations on the size of the report that can be generated in the browser.

Reports containing more than 10 000 browser elements e.g. a report containing 12 columns and 800 rows, would warn you that the report will be slow to generate.

Warning message that your connection is not private

If you use Sage 300c web screens but have not configured them to use HTTPS, the first time you open Intelligence Reporting from web screens, a warning message informs you that your connection is not private. You can safely disregard this message and proceed to Sage Intelligence Reporting Cloud.

Note: For your security, Sage recommends configuring web screens to use HTTPS. For more information, see Chapter 5 "Configuring Sage 300 Web Screens or Portal" in the Sage 300 Installation and Administration Guide.