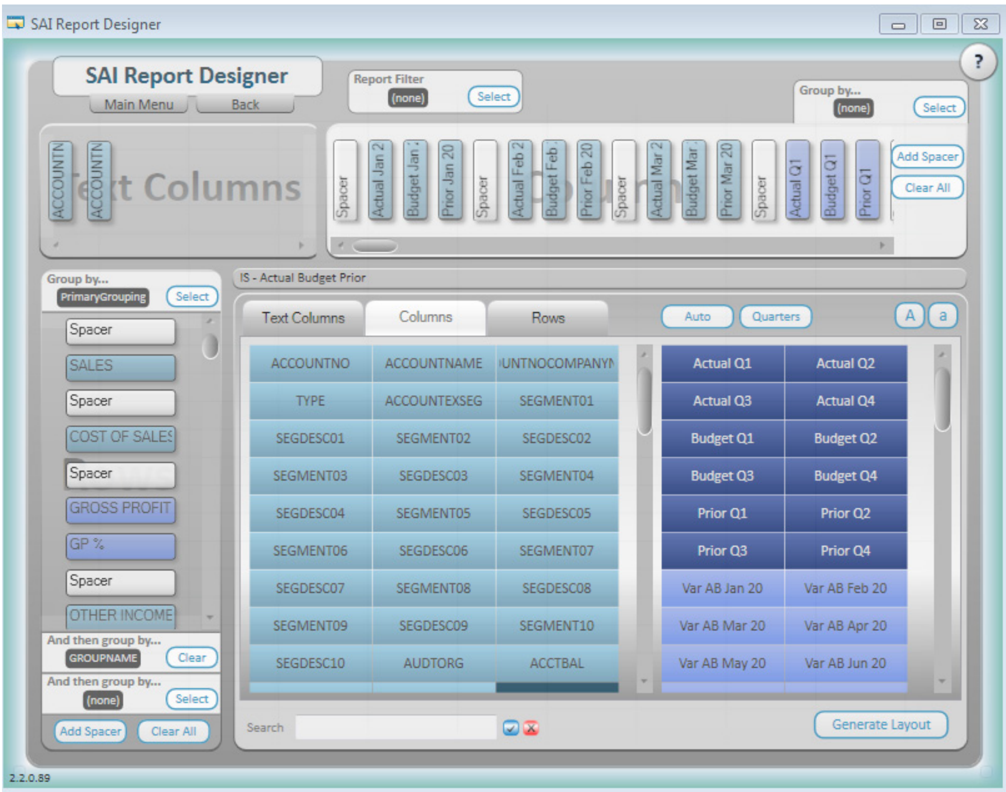
Sage 300

ERP

Intelligence Reporting Report Designer

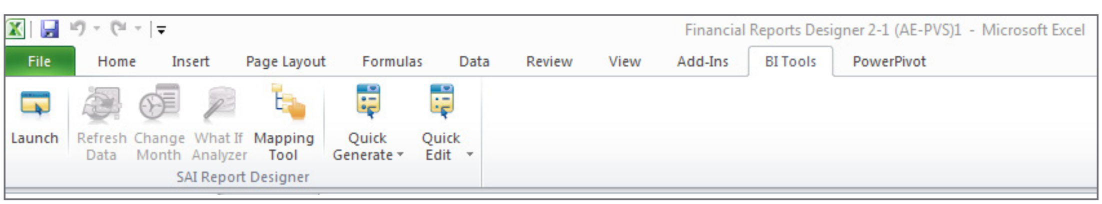
Frequently Asked Questions



1. **Does the Report Designer work with Microsoft® Excel® 2003?**

   No, it only works with Excel 2007 and above (for instance, it supports Excel 2010). This is because it uses embedded XML files, the ribbon in Excel, and VSTO, which are not supported by Excel 2003.

2. **When new accounts are added or deleted in the Accounting System, how does the Report Designer know?**

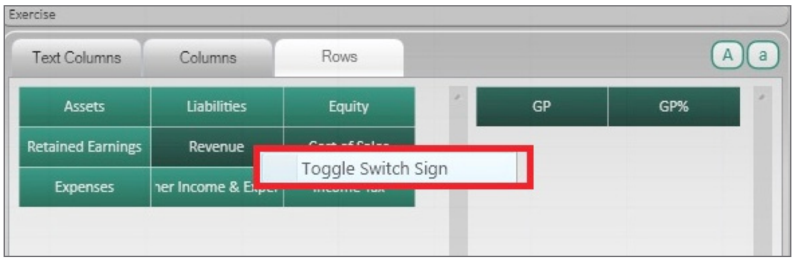


There is no automatic alert that new accounts have been added. But if you are generating a layout, the new or deleted account changes will always be included in your new layout.

If you have generated a layout and created and linked the template back to your report in the Report Manager, when you run this report, you will need to select the Refresh Data button to automatically include the new or deleted account changes on the relevant worksheet or layout. This will need to be done per worksheet or layout. **Note:** The Refresh Data button does not pull data from your Accounting system but from the set of accounts that has been delivered in real time into the workbook on clicking the Run Report button from within the Report Manager.

3. What do the toggle switch buttons do when you right-select a row field?

Credits in the General Ledger always come through as negative from your accounting system. The toggle switches allow you to manage the sign control. For example convert the Sales figures from negative to record as positive in your report.



4. Are signs automatically "toggled" in standard out-of-the-box Report Designer layouts?

Yes.

5. When would you want to use the Create and Link functionality in the Report Designer?

You would use Create and Link if you want to save a specific Excel layout that you have customized. Once you have Created and Linked a layout to a report, when you run this report, the layout you customized is delivered in Excel. **Note:** Once you have Created and Linked a report to a specific company or set of companies, this report becomes specific to that company or set of companies and delivers incorrect results if used against any other companies. The reason for this is that when you create and link your report, a set of the General Ledger account numbers is stored within the workbook, making that report unique to the specific company's set of accounts.

6. If you use the Report Designer to create a report, can you send it to other people to view?

Yes. They can view layouts that you have generated if you save the workbook with the generated layout as an Excel workbook. However, the other users are not able to generate report layouts if they do not have the Report Designer licensed on their workstation.

7. If you create a report using the Report Designer and send it to customers, are they able to run the report if they don't have the Report Designer?

Yes. They would need to import the exported report into their system, run the report using the Report Manager, and have the result delivered into an Excel workbook. **Note:** They would not be able to generate new Report Designer layouts from the Report Designer ribbon in Excel as they are not licensed to do so. Also note that if the exported report had been created and linked to a saved Excel layout, the report would be specific to that company and might return incorrect data on the new company's data. Refer to FAQ #4.

8. Can you export and import Report Designer reports?

Yes, in exactly the same way you would import and export any Sage 300 ERP Intelligence Reporting reports.

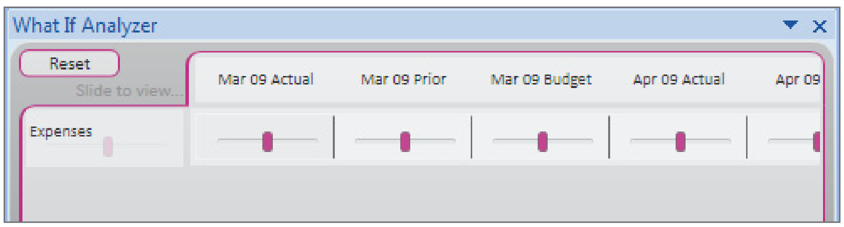
9. Can you use the Report Designer to create nonfinancial reports?

No, the Report Designer report is limited to financial reports.

10. Are you able to export layouts that have been created using the Report Designer?

Yes, as long as you save the workbook that you have created the layout in.

11. Does grouping down the side determine what can be adjusted in the Analyzer? Example: If you wanted to modify the report so expenses were further broken down, can you use the Analyzer for more specific groupings?



No, you can only analyze at a primary grouping level.

12. Can you create graphs from the Report Designer reports?

Yes, by using standard Excel functionality that links to your layouts.

13. How is the Report Designer licensed?

The Report Designer module is licensed per site. Example: All users who have either a Report Manager or Report Viewer license will be able to run Report Designer reports.

14. How do you install the Report Designer?

If you have a license for the Report Designer, it automatically installs with Intelligence Reporting.

15. Do you have to have Intelligence Reporting to run the Report Designer, or can you purchase a standalone license?

You need to have Intelligence Reporting in order to have the Report Designer license.

16. Can you copy Report Designer reports?

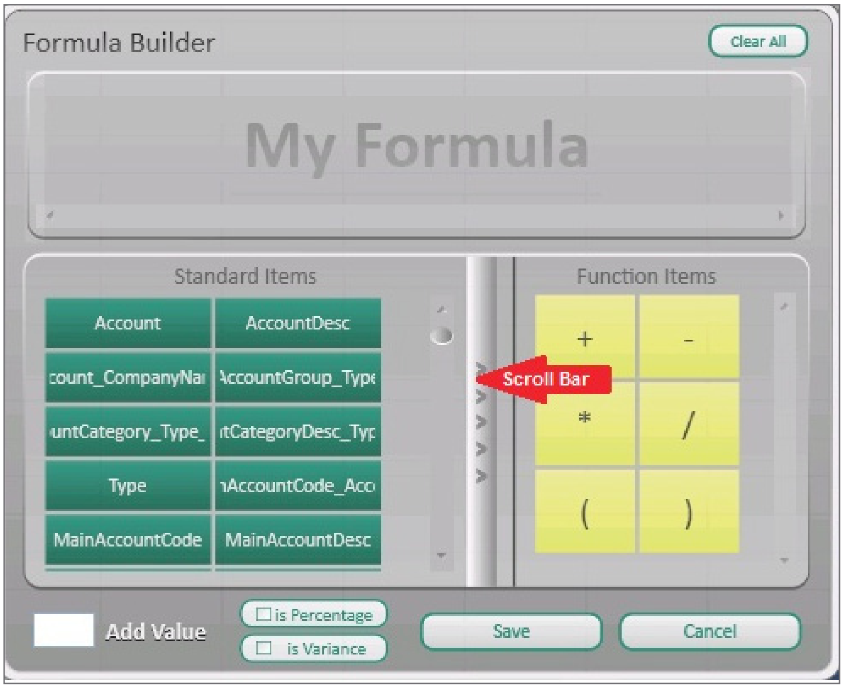
Yes, as you would any Intelligence Reporting report.

17. Can you run consolidated reports using the Report Designer?

Yes. You would select the Consol Financial Reports Designer report, which prompts you to select your companies required for consolidation. **Note:** This report delivers the GL accounts suffixed with the company code, so a user can identify which account belongs to which company.

18. How does the Variance button work in the formula builder?

The Variance button aids in standard accounting calculations. The Variance calculation is based on the Account Type.



Variance Button Explained

- If you did $100 worth of sales and your budget is $50, then the Variance is $50 and is a positive value.
- If your cost of sales is $100 and your budget is $50, then the Variance is $50 and is calculated as positive but should in fact be negative as you are $50 over budget.
- The IS Variance calculation button aids this. The variance calculation is based on account type.

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

When IS Variance is checked ✓ The sign control is taken care of and delivers the correct result

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

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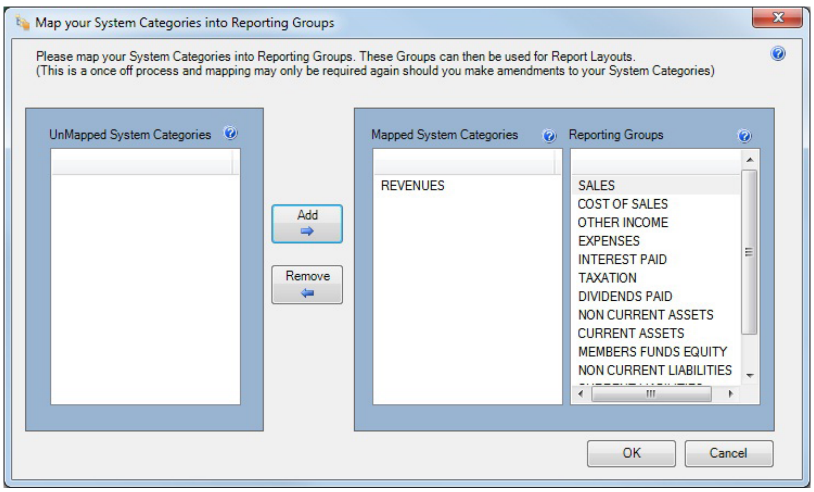
19. Is the Report Designer compatible with Excel 2010?

Yes.

20. How does the Mapping Tool work?



The Mapping Tool creates a relationship between the Account Groupings in the accounting system to the Intelligence Reporting Report Groupings (for GAAP requirements).

Useful Links and Contacts

Publisher/Product URL: http://NA.Sage.com/Sage-300-ERP

Support Contact: Tools.NA@Sage.com

Support Phone Number: 800-253-1372

Academy/University: http://www.SageU.com/

Online Community: http://community.alchemex.com/group/SageAccpacIntelligence

Intelligence Reporting Website: http://go.SageERPSolutions.com/forms/300Intelligence

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