



Sage 50

**Business Intelligence
Getting Started Guide**

2013

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INTRODUCTION

Introduction

What is Sage Business Intelligence?

Organizations are increasingly suffering from information frustration, having to manage large volumes of data, and needing to report from several databases, using inflexible reporting tools. Information delivery and user empowerment is increasingly taking centre stage in all enterprises with a resultant growth in the end user query and reporting (EUQR) category of the business intelligence market. Sage Business Intelligence is an innovative software reporting solution that offers users in organizations of all sizes a powerful and intuitive reporting tool to take control of their own reports. It introduces a revolutionary approach to leveraging the reporting power of Microsoft Excel and protects and extends organizations existing IT skills and investment.

What are the benefits of using Sage Business Intelligence?

- Work with a standard Windows look and feel
- Reduces the need for IT department intervention
- Reduces the need for expensive consultants and specialist software training
- Consistent format (Microsoft Excel) for reporting across multiple data sources
- Business intelligence can become a standard desktop tool
- Avoids inefficiencies in the report development life cycle thereby improving productivity
- Empowers the user thereby improving overall productivity
- Optimizes your return on investment by leveraging your existing IT infrastructure
- Extends Microsoft Excel skills rather than requiring learning of a new set of software skills

Sage Business Intelligence is a cost effective, high value reporting tool that allows people to spend more time doing things that directly translate into business value. It offers flexible access to business intelligence and empowers the user to create and customise operational and analytical reports on a real time basis. Sage Business Intelligence allows an organization to track information more effectively and delivers a rapid return on investment at a moderate total cost of ownership.

System Requirements

Recommended System Requirements

- Operating System : Windows XP SP3, Windows Vista, Windows 7, Windows Server 2003, Windows Server 2008 or Windows Terminal Server
- Microsoft .Net Framework 3.5 SP1
- Microsoft Excel 2003 and higher. Note : to run Report Designer reports, you need to have Microsoft Excel 2007 or higher.
- Hardware: CPU > 1.3 GHz
- Memory: 1GB RAM
- Hard Drive Space: 350MB

Database Connectivity Supported

Sage Business Intelligence uses ODBC and OLEDB technology to gain access to Open Database Systems. Sage Business Intelligence includes direct support for most popular database systems and Connection Types for these are included within the Connector. For systems where a Connection Type does not exist but where the system has an ODBC driver these can be accessed via the **System DSN** connection types within the Connector.

Some of the more common Database types supported are:

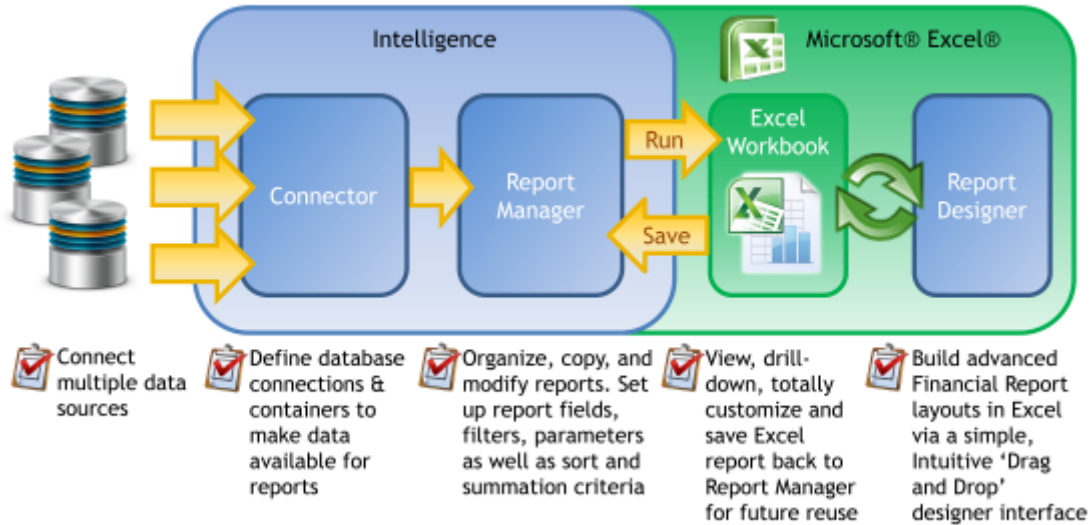
- Microsoft SQL Server
- Pervasive
- Oracle
- Sybase
- Microsoft Access
- Microsoft Visual Foxpro
- Dbase
- MySQL
- Sage50
- Paradox

Getting Help While You Work

To get help while working with Sage Business Intelligence press the F1 key.

How it Works

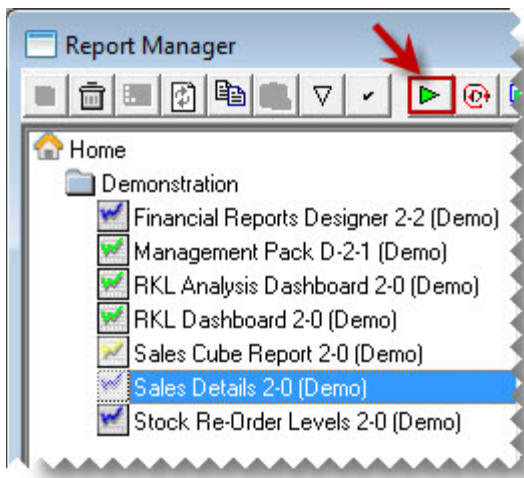
Sage Business Intelligence uses an ODBC connection to access data and offers the system administrator and user separate interfaces to manage the report creation process. Sage Business Intelligence is then integrated with Microsoft Excel which is used as a powerful and familiar desktop reporting platform.




GETTING STARTED GUIDE

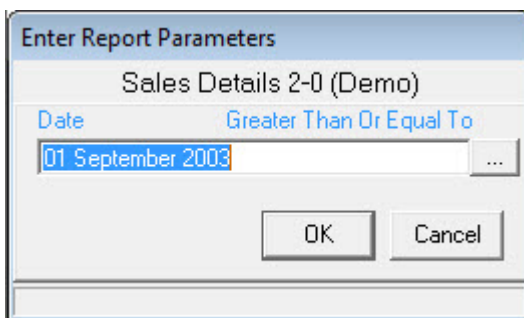
Running a Report from the Report Manager

1. Select the report you want to run.
2. Click on the Run button.



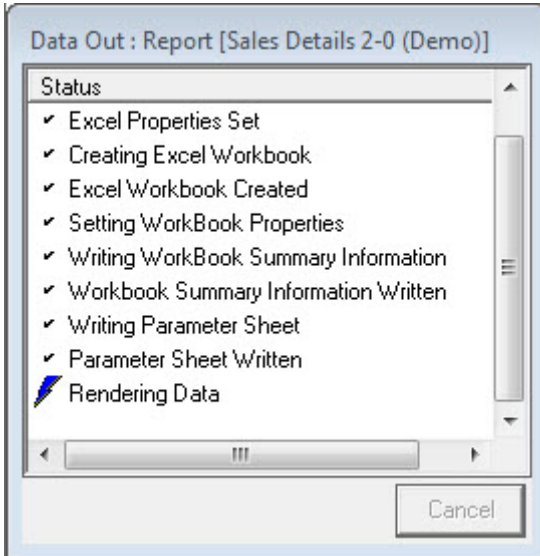
 **TIP** : You can also right-click and select **Run** or press **CTRL+R**.

3. Enter Report Parameters (Date/ Month) (if required).



4. Click **OK**.

The progress Status is displayed on the right of your screen and indicates the process of your report. Depending on the size of your company data, running a report may take some time. You can sometimes cancel the report if necessary.



Once the process has finished, the report opens in a new Microsoft Excel Workbook.

CustomerCodeName	ProductCategory	ProductCodeName	Qty	Total Cost	Total Sale	GP	GP%	
ALLS01-ALL SORTS STOP SHOP	FRESH PRODUCE	ARCH01-Archies Red Apples	21	22 159.59	28 858.06	6 698.48	23.21%	
		ROSY04-Rosy Blade Peaches	3	400.47	483.87	83.41	17.24%	
	OTHER		9	1 079.38	1 477.42	398.04	26.94%	
		BX0008-B & X Sesames	4	470.95	670.97	200.01	29.81%	
		RONA01-Ronalds Dried Basil	5	608.43	806.45	198.02	24.55%	
	ARCH01-ARCH'S BAKER	BEVERAGES		25	3 091.60	4 432.26	1 340.66	30.25%
				3	414.51	600.00	185.49	30.92%
		OTHER	CRYS03-Crystal Puddle Ranber	3	414.51	600.00	185.49	30.92%
				22	2 677.09	3 832.26	1 155.17	30.14%
	BASI01-BASIL S.CC			22	2 677.09	3 832.26	1 155.17	30.14%
			35	4 771.46	6 245.16	1 473.70	23.60%	

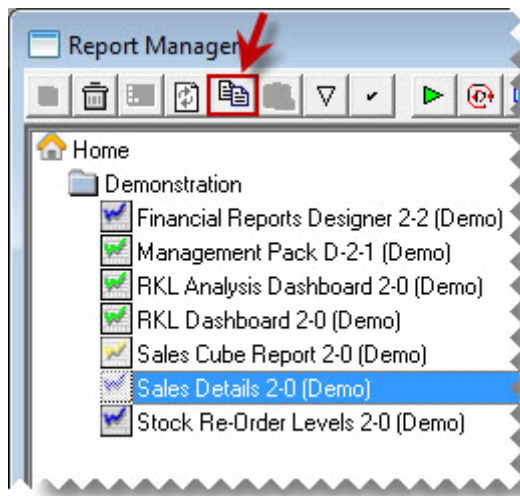
Copying, Pasting and Renaming Reports


You can copy and paste a report, at any stage, in the Report Manager. These functions are useful in Sage Business Intelligence because some master reports are locked, and you will need to make a copy of these master reports if you wish to edit them. Use the **copy**, **paste**, and **renaming** methods so you can create new reports from an existing report and therefore not corrupt the master report.

You may have a sales report that shows a customer analysis on sales; however, you want to create another report that shows sales analyzed by Reps. You can create a copy of the original report, and then rename the copy to **Sales by Rep**, then customize the new **Sales by Rep** report. You have the benefit of re-using all the containers and expressions in the original report without having to create them from scratch.


To create a new report from an existing report

1. Open the Report Manager.
2. Right-click on the report you want to make a copy of.
3. Click on the Copy icon in the toolbar.

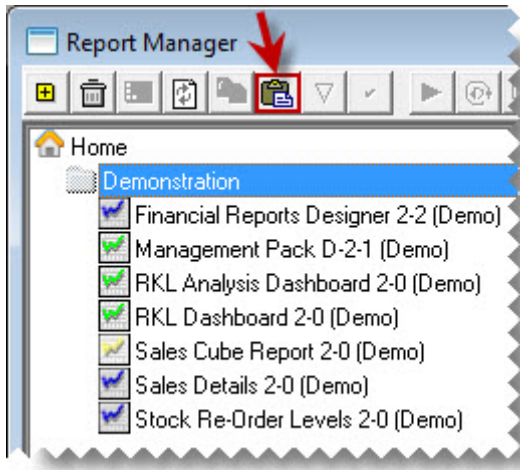


 **TIP:** You can also right-click on the report you want to copy and select **Copy** to copy that report to the clipboard.

4. Now to paste the copied report into a folder, select a folder.

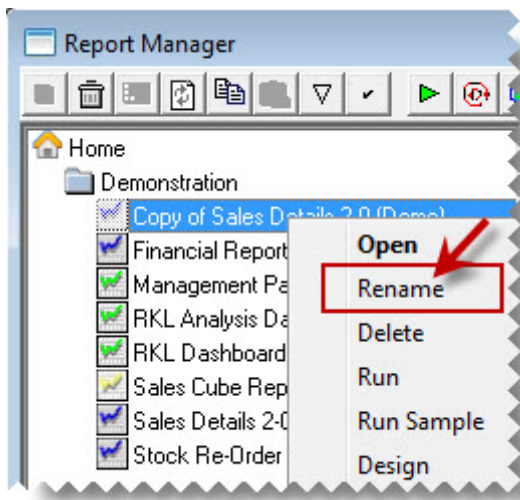
 **NOTE:** You can select the same folder that contains the original report, or a different folder.

5. Click on the Paste icon in the toolbar.



6. **TIP:** You can also right-click on the selected folder and select **Paste**.
Alternatively, you can use the short-cut keys of **CTRL+C** to copy the report, and **CTRL+V** to paste instead of using the menus.

7. By default, the report's name is **Copy of <report name>**. To rename the report, right-click on the report and select **Rename**.



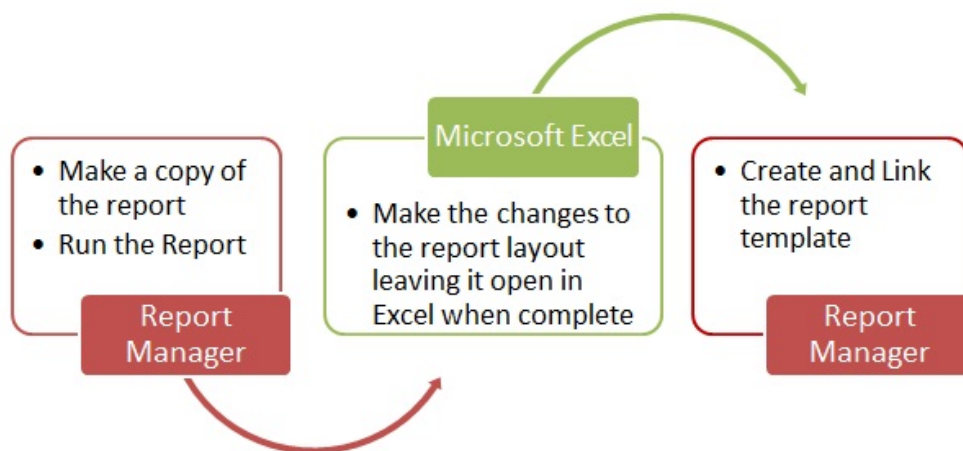
8. Type in the new name for the report. You now have an exact duplicate of the original report that will obtain its data from the same place, and deliver it in the same format, until you make any changes to this new report.

Creating and Linking a Report

It is entirely possible to customize the look and layout of the Sage Business Intelligence reports. Although these reports are designed to encompass the needs of most business organizations, you may want to change the appearance (colors, text style, etc.) to reflect your company image, and perhaps change the order or inclusion of columns to suit your company processes. These changes can be saved for the next time you run the report.


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

The process to Create an Link a report template is as follows :

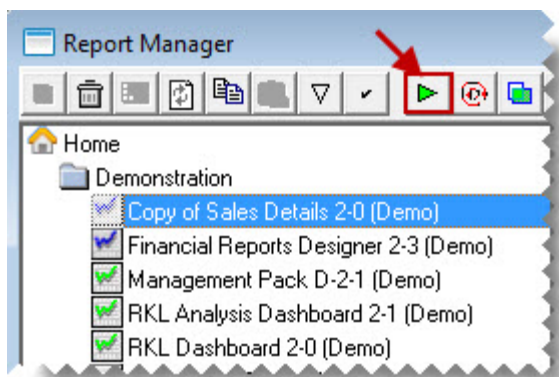


To create and link the Report

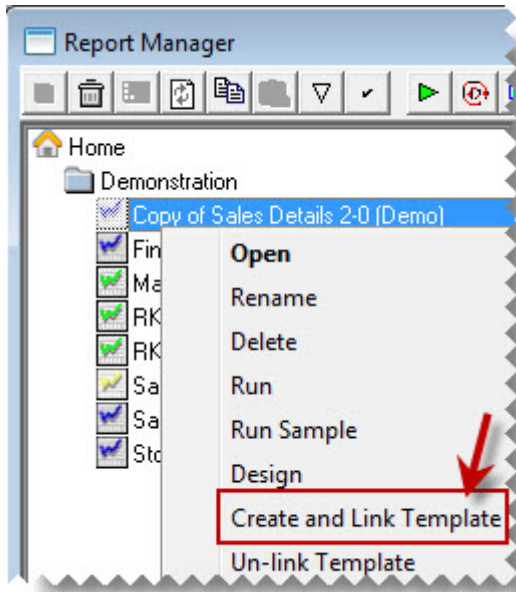
1. Open the Sage Business Intelligence Report Manager.

 **NOTE:** If you are unsure of making changes to any of the standard reports, you should [create a copy of the report](#) before you make any changes.


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

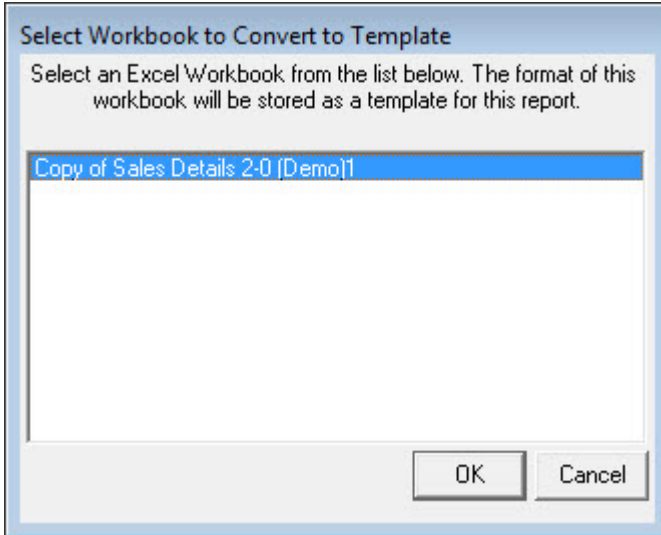


3. In Microsoft Excel, make the changes to the report. Ensure that Sheet1 (where Sage Business Intelligence puts the Raw Data) and Sheet2 (where Sage Business Intelligence puts the report parameters) are unchanged.
4. After completing the changes, leave the workbook open and go back to the Report Manager.
5. Right-click on the report for which the changes were made, and select **Create and Link Template**.

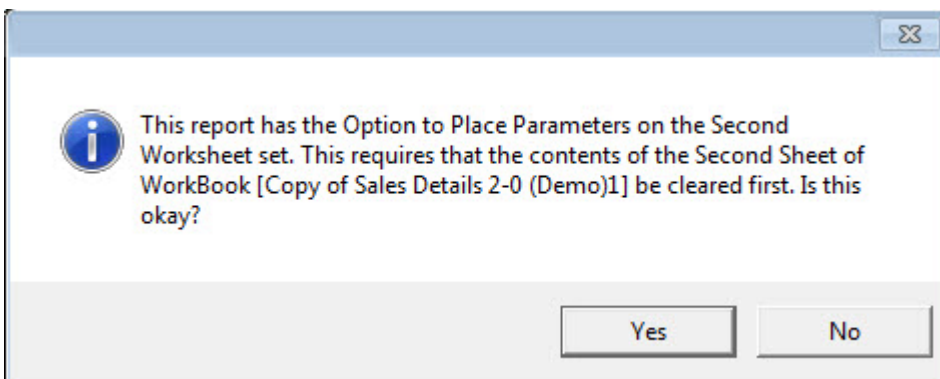


6. In the window that appears, select the Microsoft Excel workbook which contains the changes you made.

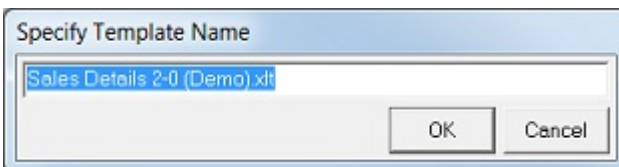
 **NOTE:** All Microsoft Excel workbooks that you have open will be listed in the window, so ensure you select the correct Microsoft Excel workbook to create and link.



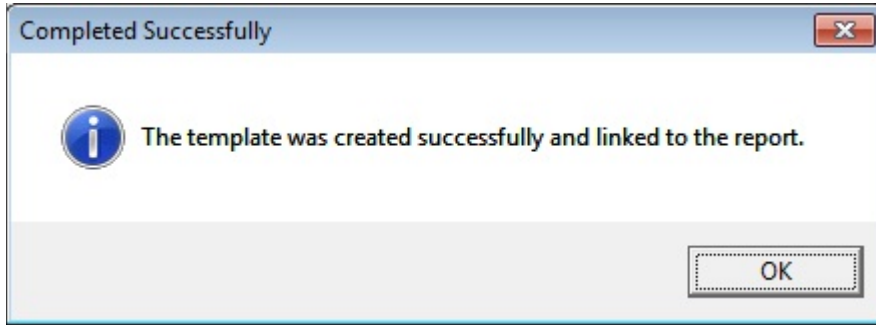
7. Click OK.
8. When the following window appears, click Yes to link the workbook. Clicking No will cancel the linking of the template.



9. When prompted to specify the template name, change the name of the template. Doing so ensures that the original template is not overwritten with the copy.



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



11. Click OK.

Adding and Creating a New Report

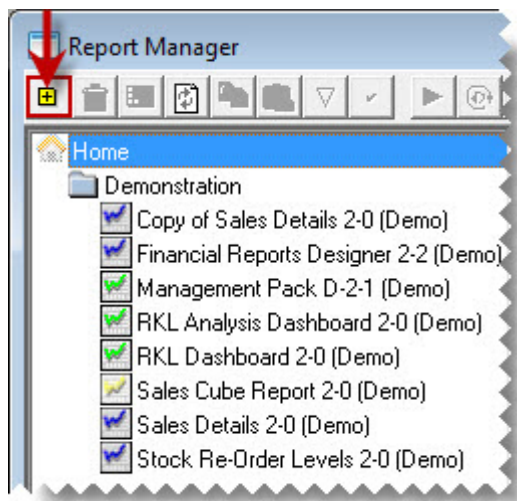
To create a new report from existing containers, it is advisable to create a new folder or the other option is to create the report in an existing folder. Remember that folders contain all the reports related to a particular topic. For example, all reports related to Sales. You cannot create sub folders.

Creating a New Report from Existing Containers

This process consists of two steps:

To add a folder

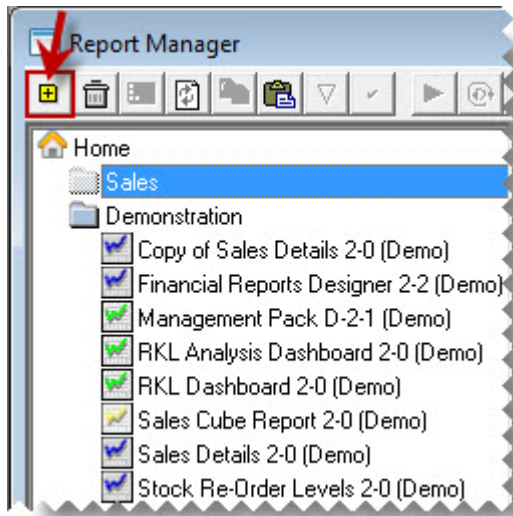
1. Open the Sage Business Intelligence Report Manager.
2. Click on the **Home** object.
3. Click on the Add Folder button in the toolbar.



4. The **Enter a Name for the Folder** window appears. Enter a name for your folder.
5. Click **OK**.

To create a report

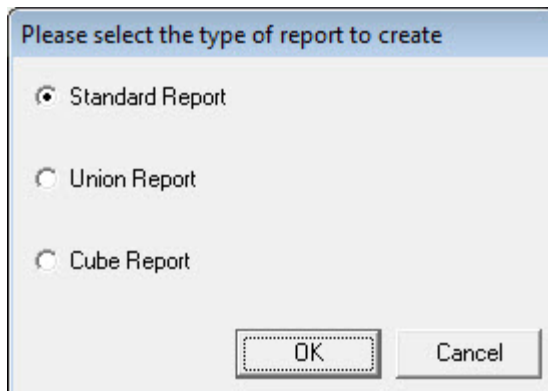
1. Select the folder where you want to add the report.
2. Click the Add button in the toolbar.



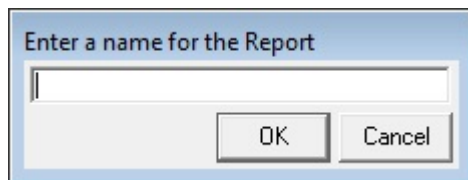
3. Select the type of report to add when prompted. You will add a Standard Report.



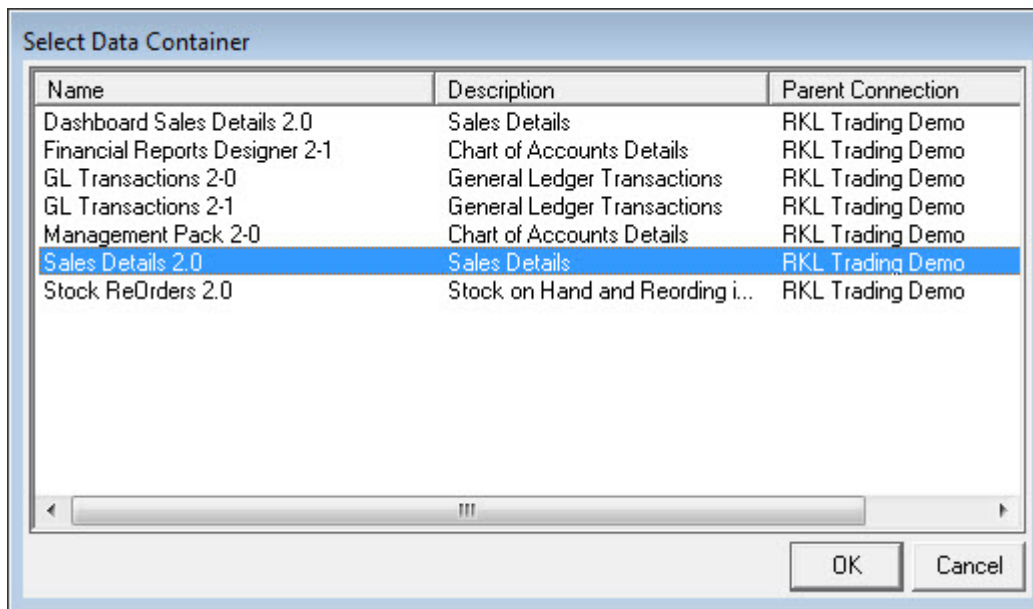
TIP: A Union Report is made up of 2 or more standard reports. A Cube Report extracts from a local cube (.cub file) as opposed to directly from the source database



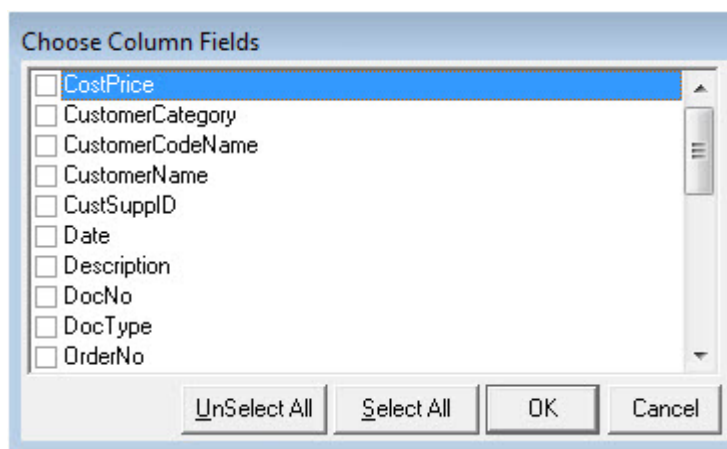
4. Enter a new name for the report.




5. Click OK. The Select Data Container window appears.



6. Select the data container from which you want to source your data. The **Choose Column fields** window appears.



7. Select the columns you require in your report.

 **TIP:** Click **Select All** to select all of the expressions.

8. Click **OK**. Your new report is now in your specified folder and is ready for you to run.

Defining Report Properties

Sage Business Intelligence Report Properties

The report type (Standard, Dataless, Sub query or Union) determines which standard tabs are available in the selected properties window. A typical properties window of Standard report types has, besides the Properties tab also a tab for each report output property, namely Columns, Filters, Parameters, Sort Fields, and Aggregate Filters.

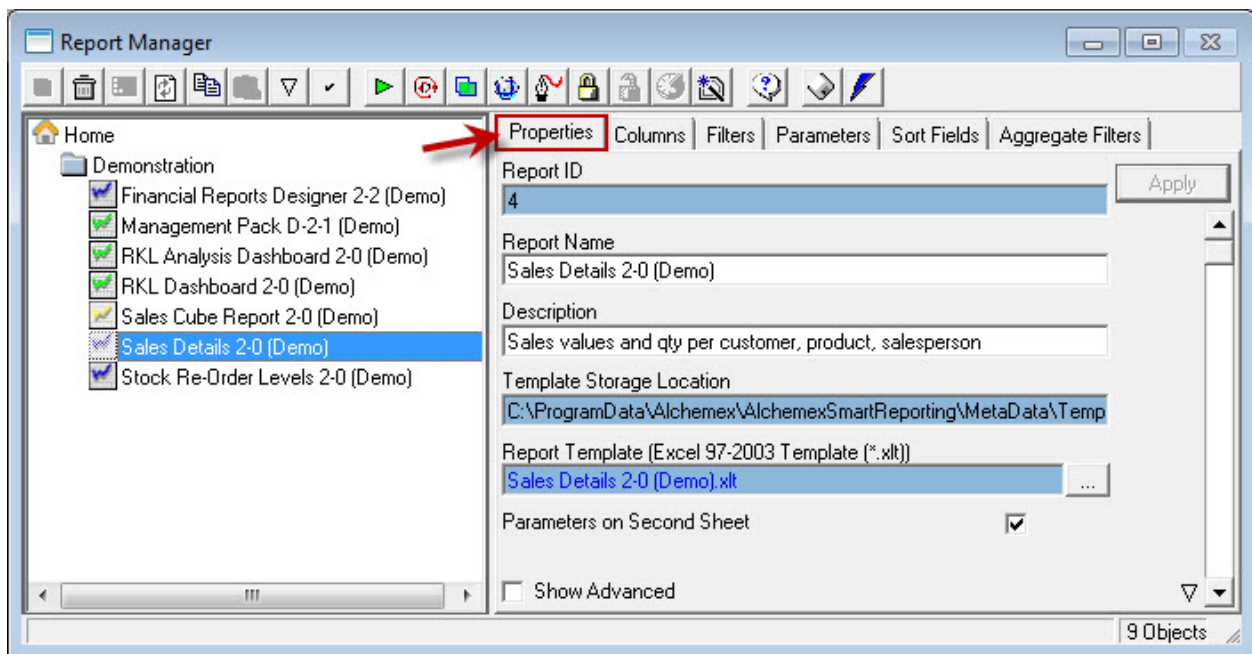
Report Properties Overview

We will look at the properties and columns of a standard report.

When selecting a report, tabs appear on the right of the screen. These tabs allow you to modify the report's display output.

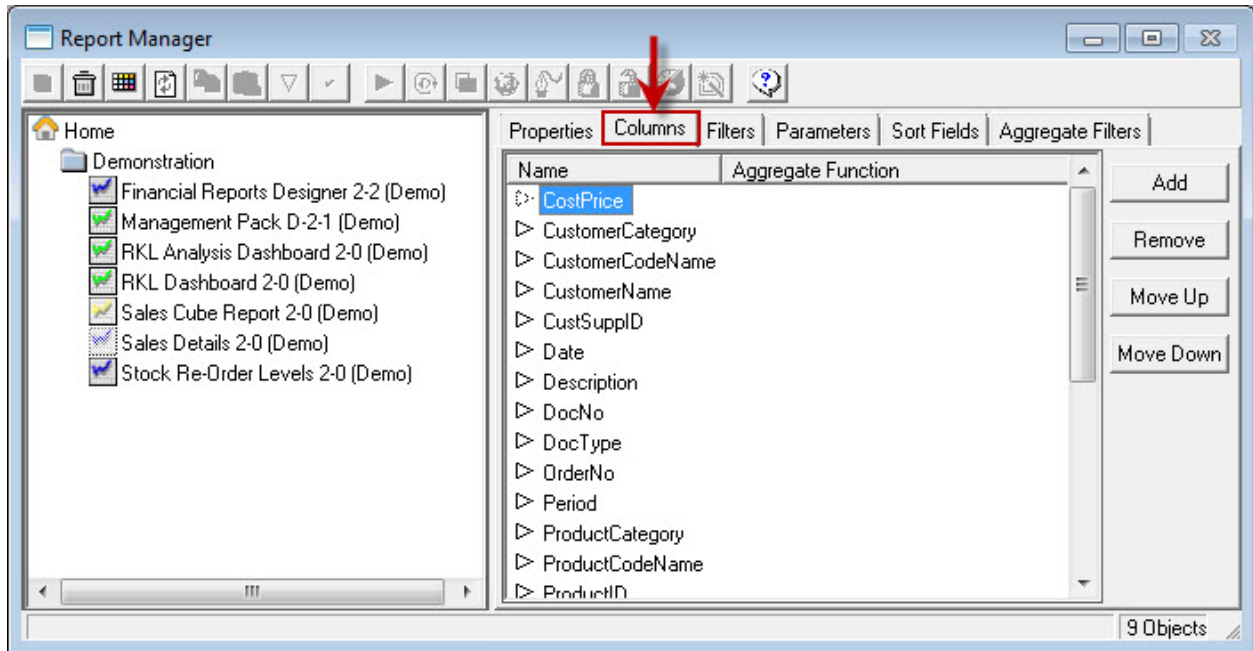
Properties Tab

The **Properties** tab enables you to view and change general report details such as the report name and description.



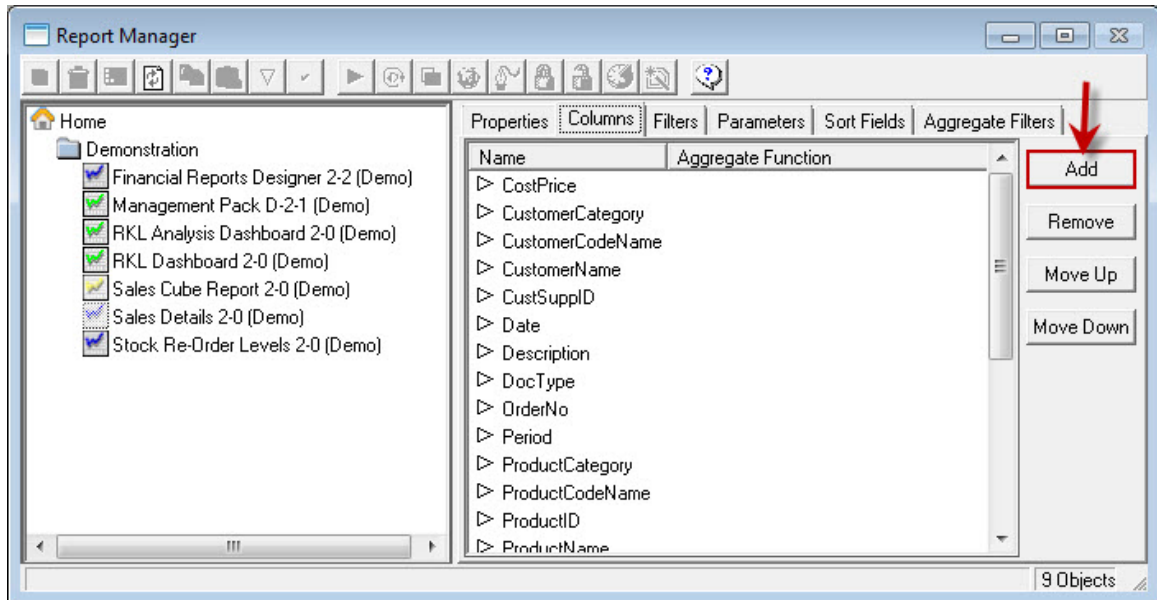
Columns Tab

The columns window lists the columns that make up the Microsoft Excel report.

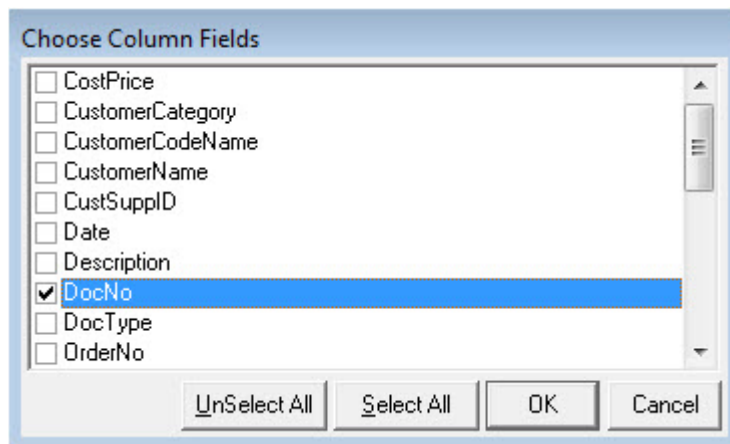


Adding Additional Columns

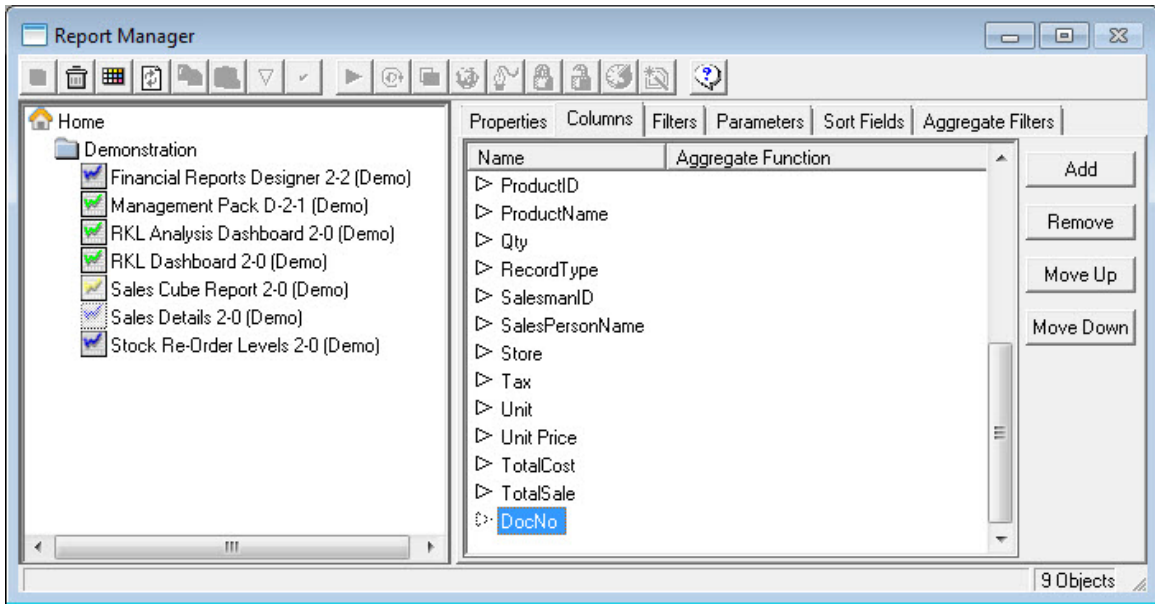
1. Select the **Columns** tab from the Properties window.
2. Click **Add**.



3. Select the desired column.



4. Click **OK**. The new column appears in the **Columns** window.

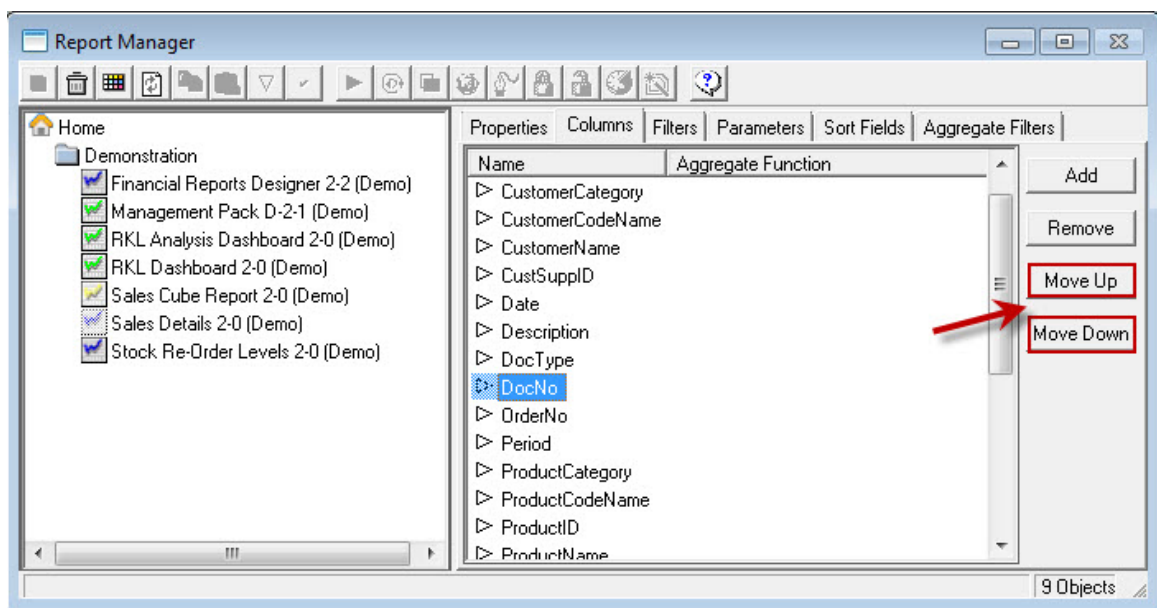



Moving and Deleting Columns

Moving Columns

If you want the columns to appear in a certain order in Microsoft Excel, you can change their order in the properties window.

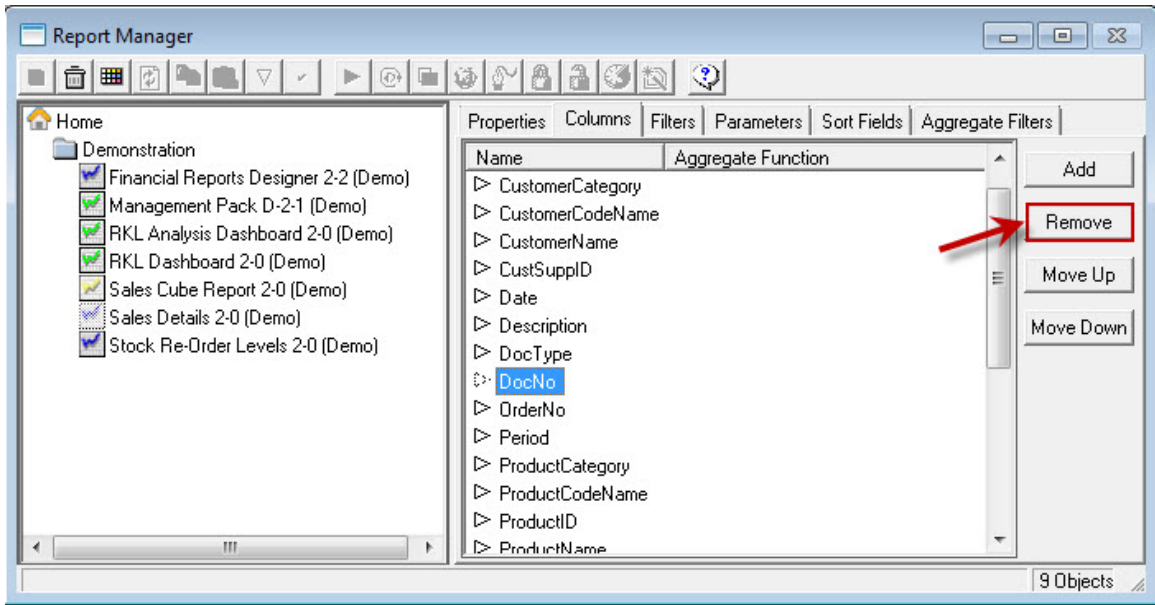
1. From the properties window, click the **Columns** tab.
2. Select the desired column/s.
3. Click **Move Up** or **Move Down**.




 **TIP:** You can also select the desired column and drag it to the required position.

Deleting Columns

1. From the columns tab, click on the desired column.
2. Click **Remove**.

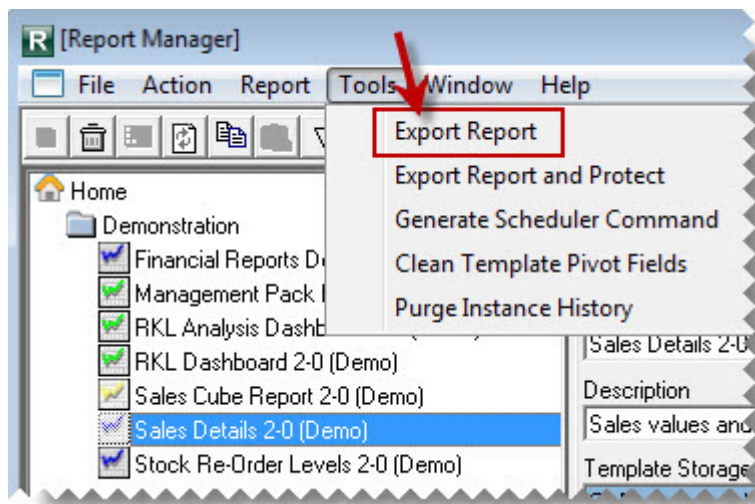



 **TIP:** You can also right-click on the desired column and select **Delete**.

Exporting Reports

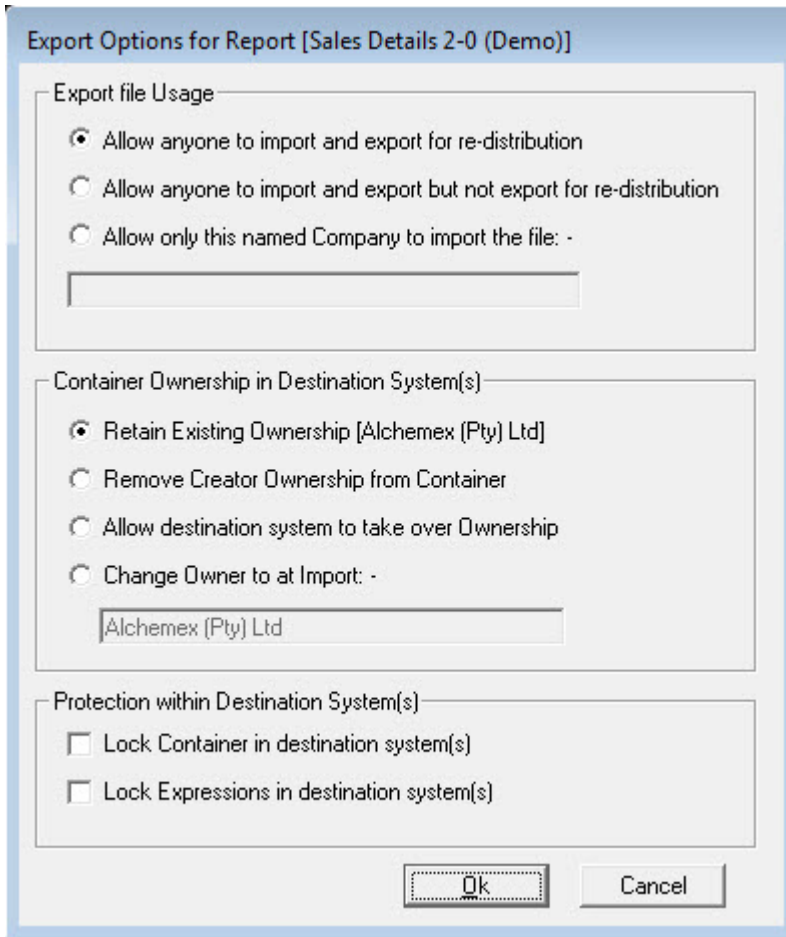
Using this facility, report layouts can be created in one Sage Business Intelligence system and distributed to other Sage Business Intelligence systems. The export function creates a compressed file with an .al_ extension which can be imported into other systems. The uncompressed version of the file will create a file with the extension .alx

1. From the Object window, click on **Tools** and then click **Export Report**.

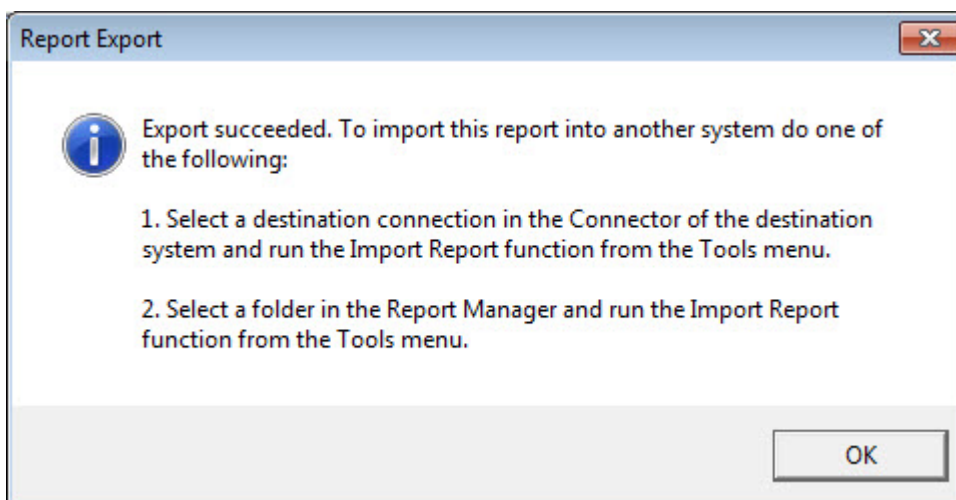


 **TIP:** You can also right-click on the desired report and select **Export Report**..

2. Select the required export options.



3. Click OK.
4. When prompted, browse to the location where you want to store the exported report layout.
5. Click Save. A message will appear to confirm that your Export Succeeded.



6. Click **OK**.

To import a Report into Sage Business Intelligence from an exported file see [Importing a Report](#).



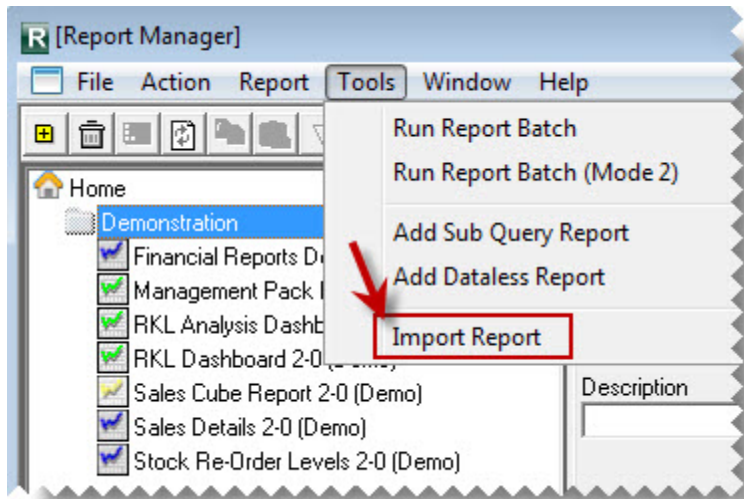
NOTE: If you are running a Third Party Developer License of Sage Business Intelligence then it is possible for you to protect your export files. See Exporting Reports with Protection for more details.


Importing Reports

Report layouts can be **exported** from one system and **imported** into another. The export function creates a compressed file with an **.al_** extension which can be imported into other systems. The uncompressed version of the file will create a file with the extension **.alx**

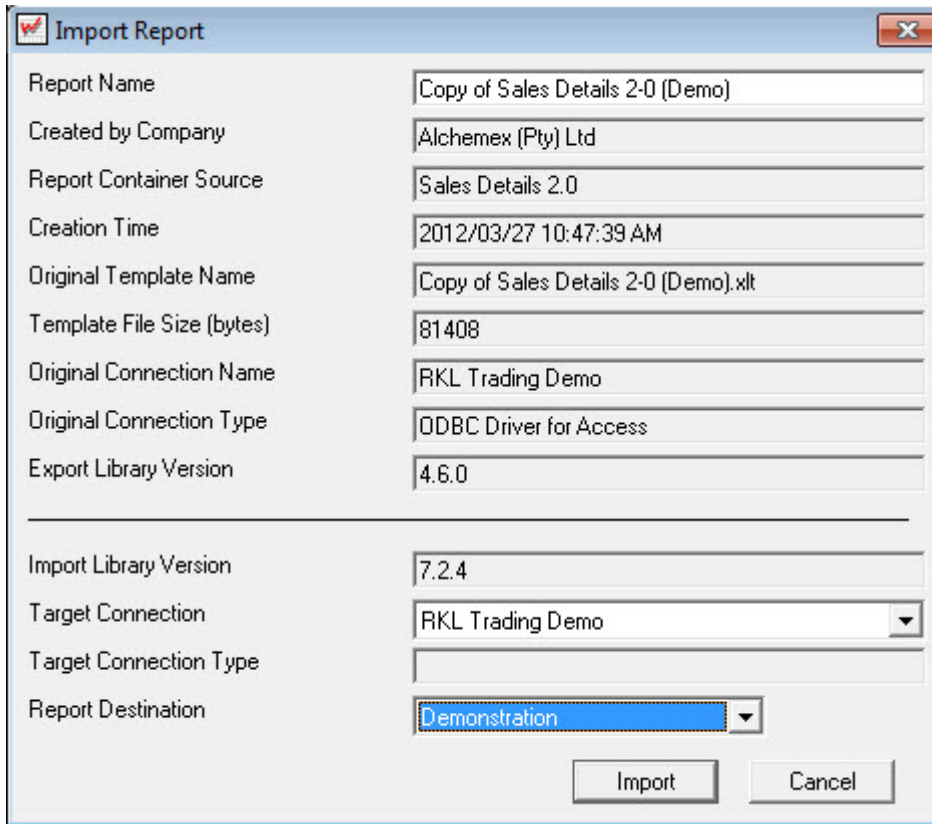
Report export files (**.alx** files) and compressed export files (**.al_** files - version 3.5 and later) created using the [Export Report facility](#) can be imported into Sage Business Intelligence. Using this facility, Reports can be created in one Sage Business Intelligence system and distributed to other Sage Business Intelligence systems.

1. Click on the **Home** object or the folder in which you wish to import the report.
2. From the Tools menu, select **Import Report**.



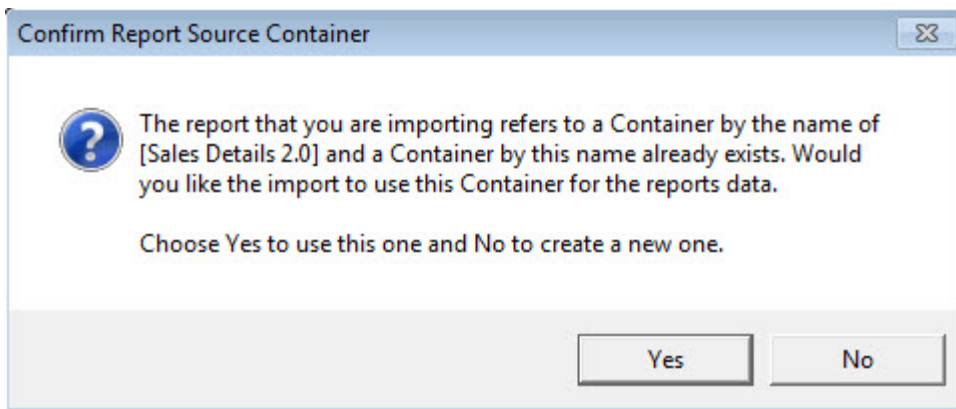
 **TIP:** You can also right-click on the desired folder and select **Import Report**.

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.



6. Select **Yes** to use the existing container or select **No** to create a container with a new name. The following confirmation message will appear.



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

Below is a list of the information that is supplied to you for an import and a description of each element:

Report Name	The original name of the Report in the Source Sage Business Intelligence System
Created By Company	The Company that created the Export File
Report Container Source	The Source Container for the Report in the Source Sage Business Intelligence System
Creation Time	The Date and time that the Export File was created
Original Template Name	The name of the Report Template in the Source Sage Business Intelligence System
Template File Size	The size (in bytes) of the Report Template File
Original Connection Name	The name of the Source Data Connection in the Sage Business Intelligence Source System
Export Library Version	The Version of the Export Program Library used to create the export file
Import Library Version	The Version of the Import Program Library being used to perform the import

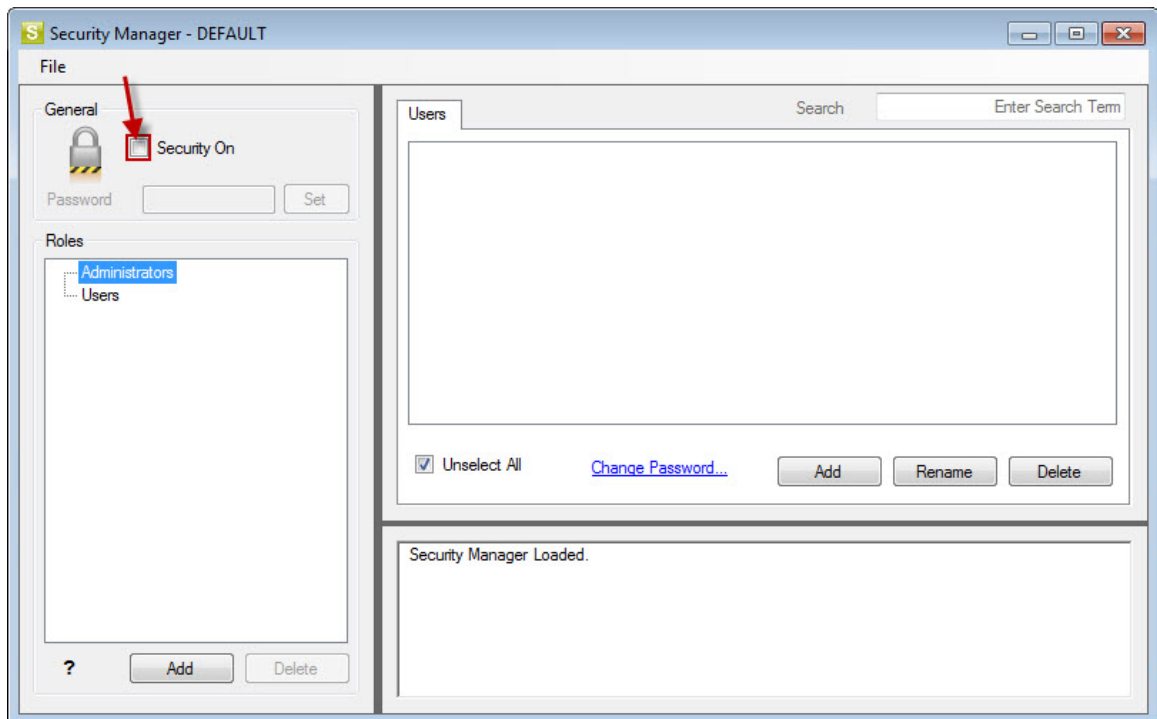
Target Connection	The Connection that you have selected as the Source for the new report that will be created by the import
Target Connection Type	The Source Connection Type of the Connection that you have selected as the Source for the new report that will be created by the import
Report Destination	The Report Manager Folder into which the new report will be imported

Security Manager

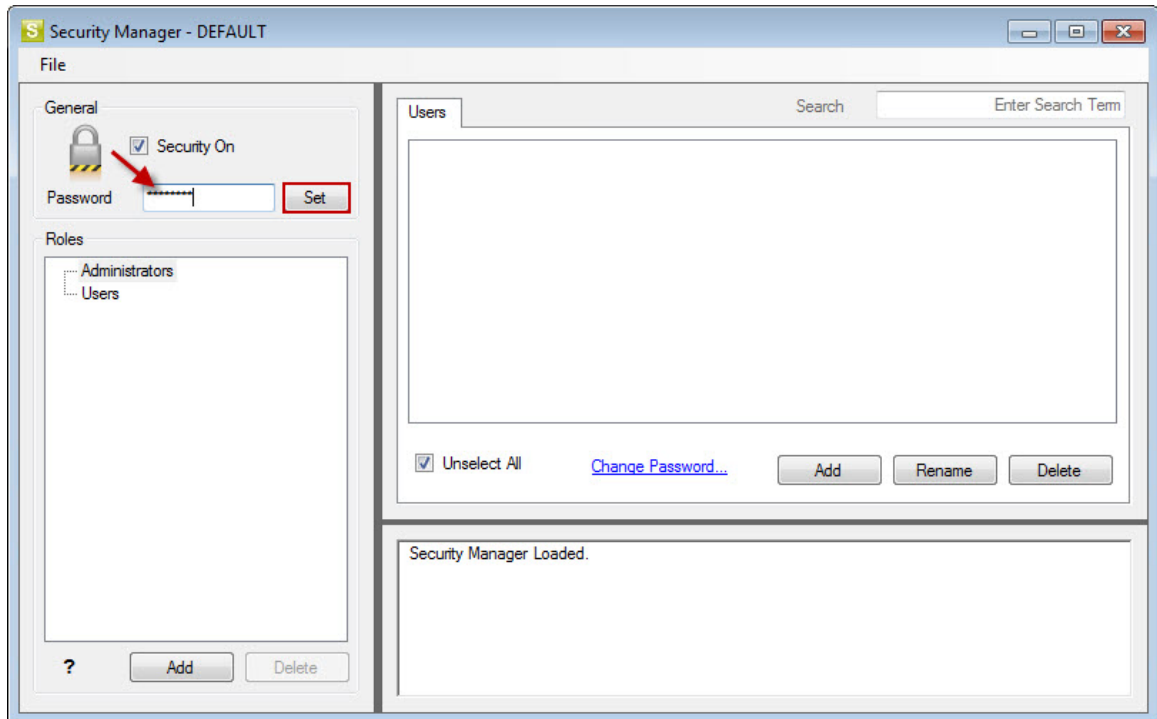
Activating the Security Manager

Activating the Security Manager:

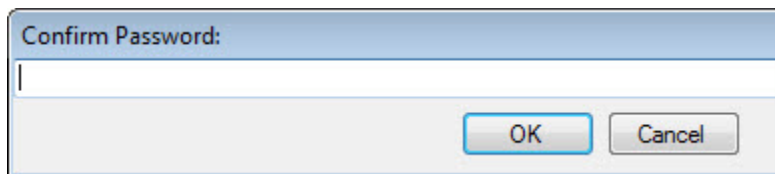
1. Open the Security Manager.
2. It is highly recommended that the **Security On** checkbox be enabled. Click the button to enable it.



3. You will be prompted for a password. Type in a password and click **Set**.



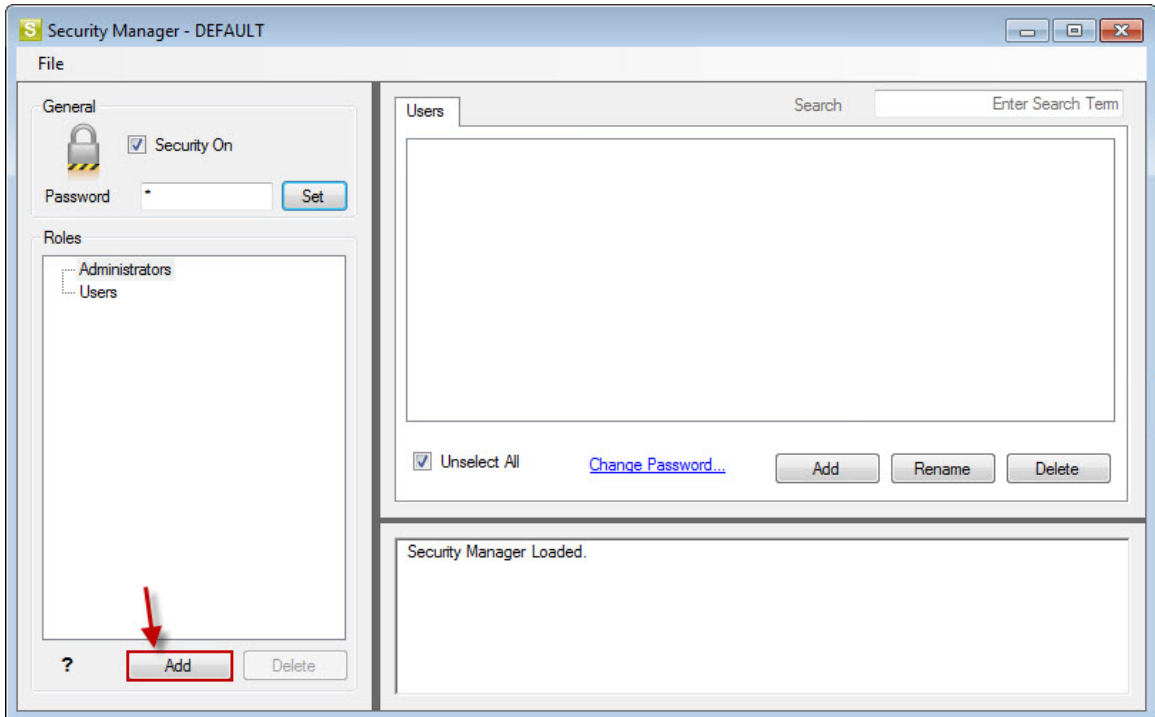
4. Confirm your password. This password will be required in future to gain access to the Security Manager.



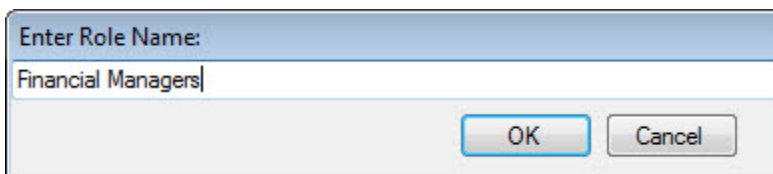
5. Click OK. A confirmation window will appear.
6. Click OK.
7. Proceed to [Add Roles](#)


Adding Roles

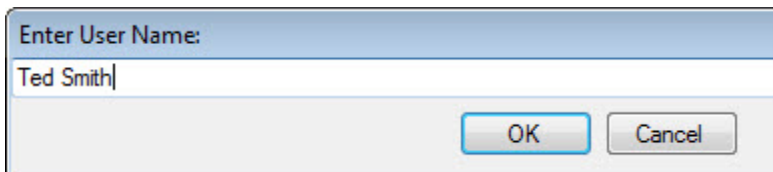
1. From the Users tab, click the **Add** button under the Roles section to add a new role.




2. Enter a name for the Role.



3. Your role will now be added.
4. In the right pane, select **Add** to add the users that should belong to the new role.
5.  **NOTE:** If integrated security is used, those users listed are those set up in your Sage 50 Canadian Edition security.
6. Type the users name and select **OK**.



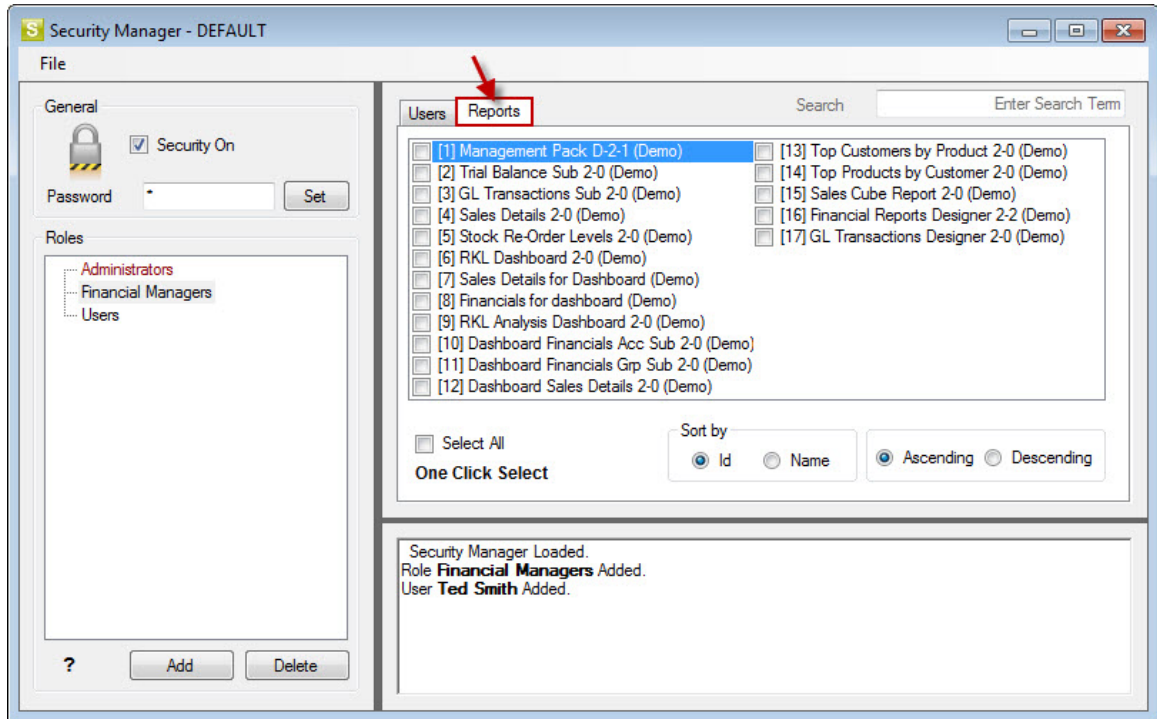
7. Enter a password for the user and click **OK**.

 **TIP:** You can later change the password by clicking **Change Password**.


8. Repeat this process for any additional roles you would like to add, then proceed to [Add Reports to Roles](#).

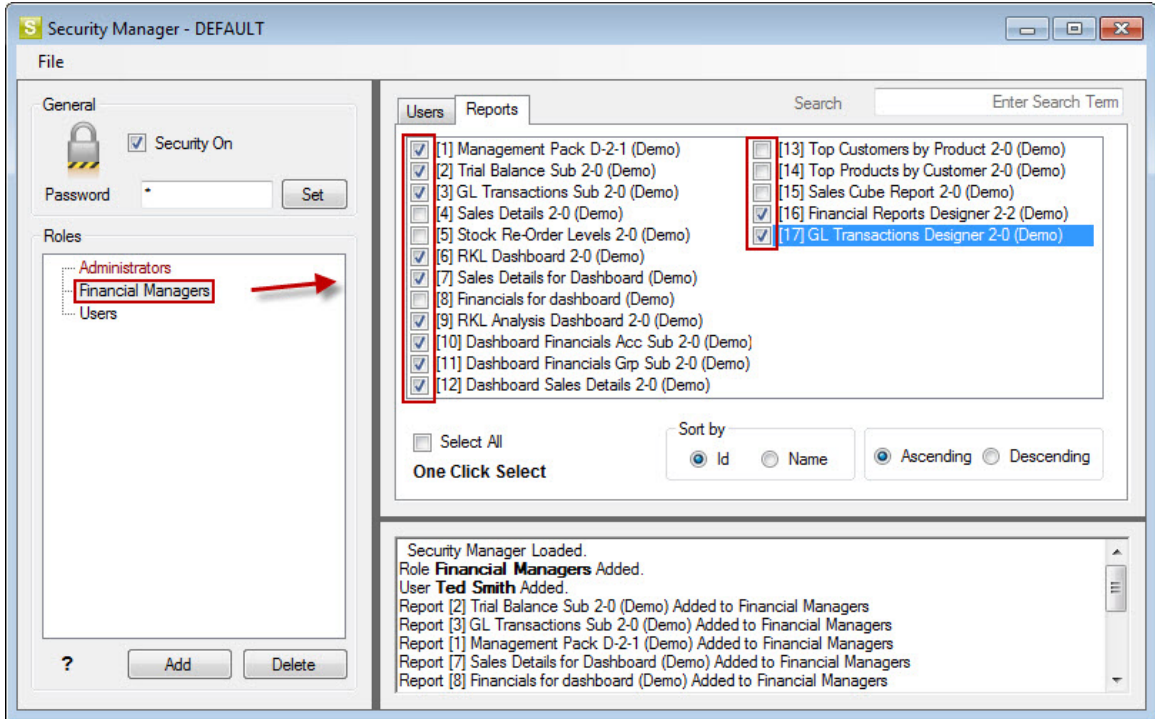
Adding Reports to Roles

1. Click on the **Reports** tab to assign access to specific reports for each role.



2. Ensure the correct role is selected in the left pane, then select the reports in the right pane which that role must have access to.

 **NOTE :** Union/sub reports are automatically added when the main report is added.



The users now assigned to that role, have access to the reports that the system administrator has assigned to the role.

GETTING SUPPORT

The Sage Business Intelligence Help Files have been written to provide maximum information and assistance to all Sage Business Intelligence users. Every effort has been made to make Sage Business Intelligence easy to understand and use. The comprehensive help files can be accessed by pressing the F1 button in your Sage Business Intelligence software. For further assistance, please contact:

On-line

- Sage 50 Canadian Edition Website: www.sage50accounting.za
- Sage 50 Canadian Edition Knowledge Base: [Knowledge Base Website](#)
- Contact Us: www.simplyaccounting.com/company/contactus
- Training Address: www.sage50accounting.ca/training
- Online Forum Address: www.sage50accounting.ca/community