

Sage 300 2016 Intelligence Reporting



Kick off with Intelligence Reporting – your quick reference guide to getting going.

1. Get Set Go!

First, install Intelligence Reporting, then get up and running in less than 3 hours.

Product Overview

- Overview of Sage Intelligence Reporting (1.49 min)
- What's new in Sage 300 2016 Intelligence Reporting? (4.24 min)
- Find out why you should use Sage Intelligence and not just Excel for your financial reports (39.57)
- Have a look at how to create financial reports that pack a powerful punch (34.19)

'How to' Videos

- How to add a new folder and report (3.22 min)
- How to copy and rename a report (2.20 min)
- How to run a report (1.41 min)
- How to save your report templates (2.08 min)

The New Report Utility

- Check out the new Report Utility, the latest innovation from Sage Intelligence that makes accessing our free reports easier than ever.

'How to' Videos

Visit our YouTube Playlist and keep up-to-date with the latest learning videos from Sage Intelligence.

- Missing Features (4.07 min)
- Scheduling a Report (8.01 min)
- Distributing Reports (9.34 min)
- Preserve Formulas when Distributing Reports (3.41 min)
- Identify and Add Missing Accounts (3.56 min)
- Playing with Dynamic Account Ranges (11.08 min)

Applicable to Sage 300 2014 and Sage 300 2016

- How to create and edit Row Sets (3.12 min)
- How to run the Report Designer (3.12 min)
- How to run operate the Layout Generator (3.12 min)
- How to navigate the Report Designer interface (3.12 min)
- How to design reports using the Layout Generator (3.12 min)
- How to use Wilcards and Ranges (3.12 min)
- How to set up and use Reporting Trees (3.12 min)
- How to navigate the Task Pane (3.12 min)
- How to drill down to transactions (3.12 min)

2. Get the most out of Intelligence Reporting!

Once you're up and running, use these helpful tools to get a better understanding of your Intelligence Reporting product.

Document Downloads (PDF)

- Release Notes
- Installation Guide
- Getting Started Guide
- Report Designer User Guide
- How to create a template that uses dynamic ranges
- How to edit an existing report template to include dynamic ranges
- Updating a report from PVS to SQL based Financial Report Designer

Sign Up Now!

- For a variety of FREE live webcasts
Online training presented to you in the comfort of your own home or office.
- Monthly Webcast Notification Email
To keep up-to-date with the latest Sage Intelligence Reporting product information and webcasts. Subscribe to our monthly Sage 300 Intelligence Reporting webcast notification email.
- To receive the Sage Intelligence Tips and Tricks e-newsletter
- To receive the Excel on Steroids Tips and Tricks e-newsletter

Join the Community!

Keep up to date with the latest product information, share ideas and get support.

- Check out the Sage Intelligence Community
- Join the Sage 300 Intelligence Reporting Community Group

3. Take the next step with additional learning!

Now that you're familiar with Intelligence Reporting, it's time to take your knowledge to the next level.

Check out the [Sage Intelligence Academy](#), [Sage 300 ERP Certification](#) course.

4. Need help?

Intelligence Support Desk for Africa
Telephone: 0027-11-304-2000
Email: x3support@accpac.co.za

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Telephone: 1-877-541-1681
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