1. **What is Sage 100 ERP Intelligence Reporting?**

Sage 100 ERP (formerly Sage ERP MAS 90 and 200) Intelligence Reporting empowers managers to quickly and easily obtain operations and strategic planning information from their Sage 100 ERP system. Based on the familiar Microsoft Excel® application, Intelligence Reporting effortlessly creates reports and analyzes data that is vital to growth and profitability. Managers can spend more time focusing on information analysis and interpretation and less time pulling the data together.

2. **Is Sage 100 ERP Intelligence Reporting one product, or are different types of licenses and modules available?**

Intelligence Reporting is available at different user levels and for multiple databases. Report Viewer licenses can run existing reports to get access to real-time information and have some basic filter and change parameter editing capabilities, including drill down. Report Manager licenses have the capabilities of Report Viewer, plus the ability to make changes to existing reports, create new reports, set up parameters, establish new templates, and more. More powerful report-building capabilities are available in the Report Designer module. For access to unlimited multiple disparate databases and consolidating data from multiple companies, an additional Connector Module is available.

3. **What does the FREE user license with Intelligence Reporting allow a user to do?**

New and current Sage 100 ERP customers will receive a single-user Report Manager license for 4.5 as a support plan benefit.

- Author new reports (organizing, creating, editing) and filter and clone the standard report templates for management (financial reports, dashboards, financial trend analysis), as well as general ledger sales, purchases, and inventory transactional reports.
- Set permissions/security on all reports.
- Connection to one ERP company database at a time (if running two or more companies, user can redirect to relevant company connection).

The “free” version provides basic functionality. Please note the following capabilities:

- Optional Import/Export functionality requires the purchase of an additional Report Manager license, the Designer module, or Connector module
- Optional Report Scheduling requires the purchase of an additional Report Manager license, the Designer module, or Connector module
- Connections to other types of databases requires the purchase of a Connector module
4. What other modules and licenses are available for purchase with Sage 100 ERP Intelligence Reporting?

<table>
<thead>
<tr>
<th>Module/License</th>
<th>Description</th>
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<tbody>
<tr>
<td>Report Manager license</td>
<td>Allows authoring of new reports from existing data containers ONLY as well as editing of existing standard reports including filtering and aggregating of data (licensed per workstation). Also supports autoemailing reports, scheduling reports, and publishing report output to HTML for intranet/Internet.</td>
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<tr>
<td>Report Viewer license</td>
<td>The Report Viewer allows basic editing capabilities such as filtering and changing of parameters and offers drill-down functionality on existing reports and templates.</td>
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<tr>
<td>Connector module</td>
<td>The Connector further simplifies financial managers’ day-to-day operational tasks, allowing access to the information they need from multiple sources and consolidation of data from multiple companies. The Connector allows for consolidations and connectivity to unlimited ODBC data sources, includes a graphical join tool to simplify database queries, and also includes the Universal Query Engine (UQE), which overcomes the limitations of the ProvideX database.</td>
</tr>
<tr>
<td>Report Designer</td>
<td>The Report Designer expands upon the functionality of the Report Manager to provide simplified “drag and drop” report creation capabilities. Build impressive reports showing critical business analytics that your management teams can use to enable insightful decision making at every level.</td>
</tr>
</tbody>
</table>

5. What standard reports are delivered with Intelligence Reporting?

In total, Intelligence Reporting ships with ten predefined report templates to get you up and running immediately. All standard report templates can be copied and/or modified according to your unique business needs.

Dashboard Analysis

The Dashboard Analysis report template contains a one-page summary of key business information. The report features “Top N” Reporting on customers, items, and expenses and contains both text and graphics to help with daily and long-term planning. In addition, comparative Profit and Loss figures are displayed for both the current month- and year-to-date figures from the start of the current financial year.

Powerful Financial Report and Consolidated Financial Report templates are available out of the box. These reports generate comparative balance sheets and/or income statements for any specified financial year, period, quarter, and budget. The Income Statement and Balance Sheet layouts are automatically generated, grouped, and subtotaled by Sage 100 ERP account group. These reports are readily customizable within Microsoft Excel. It is possible to drill down to the GL Transaction details for any of these accounts. The Consolidated Financial Report supports multicompany consolidation.

Financial Report Designer and Consolidated Financial Reports Designer

These report templates require the Report Designer license. It provides a number of predefined layouts for generation of income statements and balance sheets. The wizard-style interface makes it very simple to define new customized layouts with multilevel groupings. It also allows column and page level groupings by any field such as Segments, Companies, or Regions. The reporting tree capabilities allow for powerful financial reporting and analytics across your business. The Consolidated Financial Report Designer supports multicompany consolidation.

Financial Trend Analysis

This report template allows the comparative trending of account balances across two years’ worth of financial data. It is most useful for finding trends within your financials. The drill-down facility within the reports allows for intuitive analysis of trends by drilling down to the source transactions for balances.
General Ledger Transaction Details
This fully customizable report template displays the account transaction details and relevant date, reference, description, and amount totals. It is possible to transform this report into a monthly trial balance by simply manipulating the PivotTable within Microsoft Excel. Additional elements can be added to the PivotTable for further analysis.

Inventory Status
This report template displays item and quantity information over any given date range, as well as relevant item location details. The report can easily be filtered by item number and location, or additional elements can be added to the PivotTable for further analysis.
**Vendor Purchases**
This report template lists relevant purchase cost information by vendor and item number for any given date range. The report can be filtered by vendor or item. It is possible to add additional elements to the PivotTable for further manipulation and analysis.

**Customer Sales**
This report template highlights pertinent sales information including item sales, costs, and gross profits by customer and item. Similar to the previous reports, additional elements can be added to the PivotTable for further manipulation and analysis.

6. **What database types does Intelligence Reporting support?**
Intelligence Reporting ships with standard reports for MS-SQL and ProvideX databases for Sage 100 ERP v4.5 and Sage 100 ERP 1.4. The Connector module allows reports to be created off any ODBC-compliant database for an unlimited number of companies/databases.
7. **What are the system requirements for Intelligence Reporting?**

Since Intelligence Reporting utilizes Excel, Sage 100 ERP customers need to have Excel 2003 or Excel 2010. In order to run the Report Designer, customers need Excel 2007 or above.

8. **Which financial report templates should I use to set up my company financial reports?**

There are two available report templates:

- **Financial Reports**
- **Financial Report Designer**

**Financial Reports**

This report template displays balances per General Ledger account number per financial period for the current financial year, previous financial year, and current budget year (budget set 1). Income Statement and Balance Sheet layouts are automatically generated, grouped, and subtotaled by mapped financial categories. All layouts can be fully customized using native Excel. Includes drill down to detailed ledger transactions.

**Financial Report Designer**

This report template displays balances per General Ledger Account number per financial period for the current financial year, previous financial year, and current budget year (budget set 1). Income Statement and Balance Sheet layouts are automatically generated, grouped, and subtotaled by mapped financial categories. All layouts can be fully customized using native Excel as well as through the Report Designer Wizard. This report also provides additional options over and above the other Financial Reports where multilevel column, row, and page level groupings can be performed. Includes a predefined drill-down report to drill dynamically to detailed ledger transactions.

This report forces you to map your Sage 100 ERP account groups to predefined Intelligence Reporting reporting groups in order to create complete income statement and balance sheet layouts with relevant calculations (that is, net profit, gross profit, and more).

**Note:** You need to create and link your Excel workbook to your report in order to keep mapping and formatting changes. Use the Financial Reports Designer when you require more powerful and flexible financial packs and more advance comparatives.

9. **Can I do multicompny consolidations (financial and nonfinancial)?**

Intelligence Reporting enables financial and nonfinancial consolidations from an unlimited number of Sage 100 ERP company codes.

Two “Consolidated Financial” reports are available. The Consolidated Financials Report and Consolidated Financials Report Designer Financials need to have the relevant Sage 100 ERP companies entered into the “Database Consolidation List” to support the required consolidation. Alternatively, more flexible consolidation options across nonfinancial modules can be achieved using the PICKLIST functionality within the Connector module.

10. **What do the different color icons indicate in the Report Manager?**

Intelligence Reporting supports two main report types:

- Reports with a blue icon (such as Sales Master)—Standard report
- Reports with a green icon (such as Dashboard)—Union report

**Note:** The standard for all Union reports is to have the underlying sub- or child reports hidden using the “Report Hidden” check box, which is available by checking on the “Show Advanced” check box in the Report Manager.
11. Can I create reports off all data source/database types?

Intelligence Reporting comes with standard report templates for both MS-SQL and ProvideX database types. Apart from this, standard reports can be created off any ODBC-compliant data source, offering total flexibility.

12. What other features does Intelligence Reporting provide?

- Create scheduler commands that can be plugged into any scheduler to allow reports to be automatically run at predefined intervals.
- Supports automated report distribution—improve your workflow and speed up your business processes using Intelligence Reporting to establish fully unattended, convenient report distribution. In a variety of standard formats, send reports to a file, publish to an FTP site, and send by email. Choose the reports you want to distribute, who will receive them, and customize each email format using your existing MS Outlook profile and address book.
- Reporting Trees allow you to model a reporting structure and view your organization in many different ways. Easily add or change reporting units without changing your financial data—accommodating reporting structures from simple to very sophisticated.

13. How does licensing work?

Licenses are tied to a User Name and Workstation, so the licensing is not “concurrent” licensing as is the case with most other Sage 100 ERP modules.

Report Viewer and Report Manager licenses can be purchased for specified numbers of users, while the Connector Module and Designer module are only licensed as ON or OFF. If the Connector and/or Designer modules are switched on, then anyone with a Report Manager license can access these modules (unless they have been restricted through security mechanisms).

14. How can I secure my Intelligence Reporting reports and modules?

Module-Level Security
Each Intelligence Reporting module that can be launched from the Sage 100 ERP UI follows the standard Sage 100 ERP Roles, Users, and Authorization processes that Sage 100 ERP uses for securing all its other modules. Using the standard security screens in Sage 100 ERP, it is possible to Allow or Restrict given users (through Roles) from launching the relevant Intelligence Reporting modules. Intelligence Reporting security is handled from within the Intelligence Reporting Security Manager module.

Report-Level Security
To provide more granular-level security at a report level, a Intelligence Reporting Security Manager is provided that allows users to be granted access to run specific reports only. For this the following rules apply:

- Report-Level Security at installation is by default switched off and must be switched on within the Security Manager to take effect.
- Only users added to the Administrative role are allowed to Add/Edit/Delete reports within the Report Manager.
- The list of Users within Sage 100 ERP is synchronized with the list of users in this Security Manager.

Report Scoping
Intelligence Reporting provides the concept of Report Scoping, where a report can be “scoped” or made available only when logged on to certain companies. A report that is deemed useful across all companies should be Scoped Globally (this is the default for each report).
Since a site may have more than one set of company data (for instance, a holding company that has five separate companies), it may be necessary to have some reports that are specifically for one, for multiple, or for all of the companies. In this scenario it may be useful to make certain reports visible only when logged on to a given company, and Intelligence Reporting report scoping caters for this.

The most common scenario where a report would be scoped is probably where Financial Reports are customized. Since customizing these reports usually involves keeping a set of account numbers in a report’s Excel template, these customized reports become only useful to the company they have been customized for.

**Multicurrency**
For Sage 500 ERP, the standard reports available within Intelligence Reporting allow you to view your reports in multiple currencies.

This functionality is currently not available for Sage 100 ERP.

The financial reports that autogenerate your Income Statement and Balance Sheet accounts are based on Home currency.

**Pass Through Variables**
Pass Through Variables enable the queries (or SQL statements) that are sent to the Database Systems during report execution to be affected at run time. Where ordinary Parameters are used to modify the filtering element (or WHERE clause) of a query only, Pass Through Variables can be used with Parameters to modify other parts of the query. Pass Through Variables must be used in conjunction with a reports Parameters to be effective.

Pass Through Variables are an advanced report-writing facility and require a strong understanding of the Intelligence Reporting Connector Functions and of basic database query concepts. Pass Through Variables are a special type of Container Expression and are defined within containers in the Intelligence Reporting Connector.

Pass Through Variables can also be effectively used to pass common Parameter Values through a series of Union Child Reports within a Union Report. In this way a Union Report may be configured to use one pop-up Parameter screen to parameterize a number of Union Child Reports.

15. **How can I overcome Excel's row limitations?**
Overcoming the row limitations in Excel (Excel 2003 caters for around 65,000 rows of data, and Excel 2007 caters for around 1 million rows of data) can be achieved in a number of ways.

- Filter or parameterize your data to limit the number of rows that are delivered into Excel.
- Aggregate your data using the Report Manager aggregate function to reduce the number of rows delivered into Excel. This solution can then be supported with the dynamic drill-down tool functionality that is available in the Report Manager to define drill-down queries to provide the level of detail required from your aggregated data.

**Importing and Exporting Reports**
An exported Intelligence Reporting report consists of the following three components:
1. Data container (metadata describing the data to be made available for reporting).
2. Report components (includes data columns, filters, parameters, and more).
3. Excel template (defines the way the data will look when delivered into Excel).

Importing and exporting are not supported with the single user license (Report Manager) that comes as part of Intelligence Reporting. A company must own more than a single Report Manager license or must own the Connector module in order to import or export report templates.
Defining Dynamic Drill Downs
Intelligence Reporting facilitates the creation of dynamic drill downs into any Sage 100 ERP table and or module as well as any non-Sage 100 ERP database (that is, CRM, HR, and so on) and can be edited/created by clicking on the Report Tools menu in Excel.

Some of the standard reports in Intelligence Reporting ship with preconfigured drill-down reports; for example, Financial Reports ships with a GL Transactions by Account Drill, and the Dashboard ships with both a Top Customers by Product and Top Products by Customer report.

Dynamic drill downs can be configured to extract data in a grid-style output for best performance and form this grid; data can still be exported to Excel to facilitate further analysis.

Dynamic drill downs can be configured to extract data in a formatted Excel template as well.

Dynamic drill downs can be triggered from Macro buttons off the Excel worksheet.

Union Reporting
Intelligence Reporting enables multiple individual or child reports to be triggered from a single parent report and allows the respective data extracted from each individual report to be directed to a named sheet in the Excel workbook/template. All of this unrelated data can then be consolidated into a one-page summary using standard Excel functionality to create a dashboard-type report. Refer to the Intelligence Reporting Dashboard.

System Variables
System Variables can be used with Parameters and Filters to dynamically determine a comparison Value at report Run Time. An example of this is where a report is run and expected to return data for the current day. In this example a Filter could be set on the report for a Date field, and the filter comparison value (or comparator) could be set to the system Variable @DATE@. When the report is run, the system variable @DATE@ in the filter comparator is replaced with the current date.

Note that the set of available System Variables defined can be extended by adding Custom System Variables to the Alchemex.ini file under the section [GlobalSysVars]. These Custom System Variables are hard-coded values in the Alchemex.ini file and cannot contain script logic.

To obtain a list of all available system variables (Standard and Custom), select the Intelligence Reporting Home object in the Report Manager and from the Tools menu choose Show System Variables. A list of all available System Variables is displayed.

Launching Intelligence Reporting From Outside Sage 100 ERP
Sage 100 ERP Intelligence Reporting can be launched from outside of Sage 100 ERP, where it will not consume a Sage 100 ERP user license. This is useful when wanting to provide a reporting or BI license to somebody who does not require a full user license. To launch Intelligence Reporting in this way, click on All Programs > Sage Software > Sage 100 ERP Intelligence Reporting.

Report Shortcuts
Sage 100 ERP Intelligence Reporting allows report shortcuts to be created that allow the individual reports to be executed directly from the Sage 100 ERP Desktop or from off the Windows Desktop.

About Sage