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Introduction

What is Sage Accpac 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 Accpac 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 Accpac 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 (MS 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 MS Excel skills rather than requiring learning of a new set of software skills

Sage Accpac 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 Accpac Intelligence* allows an organization to track information more effectively and delivers a rapid return on investment at a moderate total cost of ownership.

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System Requirements

Recommended System Requirements

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

Database Connectivity Supported

Sage Accpac Intelligence uses ODBC and OLEDB technology to gain access to Open Database Systems. Sage Accpac 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

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How it Works

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

Sage Accpac Intelligence Basic Report Design



Home > Licensing > End User License Agreement

End User License Agreement

SAGE END USER LICENSE AGREEMENT

IMPORTANT - SCROLL THROUGH AND READ ALL OF THE FOLLOWING TERMS AND CONDITIONS

1. Grant of License.

Sage hereby grants to You a limited, perpetual, non-exclusive, nontransferable (except as set forth in Section 4(b) below) license to Use the Software on the terms and conditions set forth in this End User License Agreement ("Agreement").

2. Introduction.

(a) Sage ("Sage" and other capitalized terms are defined below) is willing to grant to You a license of the scope described herein to Use the Software (comprised of the Program and the Documentation) only upon the conditions that You or someone acting on Your behalf and at Your direction, such as Your Distributor has:

 placed an order with Sage for either an initial license or an upgrade (such as for more users, additional modules, etc.), or a service plan for future maintenance releases ("Maintenance Software") and/or for customer support, and Sage has accepted such order and Enabled Use of the Software; and
 accepted all of the terms and conditions of this Agreement either before or during installation of the Program.

(b) You will indicate your acceptance of this agreement and all of its terms and conditions by doing one or more of the following or allowing or authorizing a third party to do it for you:

(1) clicking "i agree" or a similar affirmation, as applicable, that appears during installation of the program, or

(2) using the program.

(c) If you do not agree to be legally bound by this agreement (in its

entirety and without change to or addition to its terms and conditions), then you do not have a license to use the software.

3. Definitions.

As used herein, the following terms have the following meanings: (a) "Affiliate" means any entity that controls You, that You control or that is under common control with You where "control" means the ownership, directly or indirectly, of equity securities or other ownership interests which represent more than 50% of the voting power of such affiliate.

(b) "Distributor" means the reseller that You have chosen to be Your reseller of record.

(c) "Documentation" means the Program specifications that are set forth in the help files of the Program and any release-related notes, guides or manuals Sage publishes specific to the current version of the Program.

(d) "Enabled Use" means Sage's having fulfilled the applicable software delivery process (whether by shipping tangible goods including recorded media containing the Software, enabling downloading of the Software, delivering activation codes for the Software, or otherwise), thereby enabling Use of the Software.

(e) "Maintenance Software" means Software that Sage delivers because You have purchased a subscription to a service plan;

(f) "Program" means the computer program, a part of which includes the install routine that when executed causes this Agreement to be displayed.

(g) "Sage" means the Sage company that publishes the Software.

(h) "Software" means collectively, the Program and the

Documentation, and any part thereof.

(i) "Supplemental License Terms" means the additional terms and restrictions that are specific to the Program licensed by You under this Agreement and posted by Sage at www.sagesoftware.com/ eula.

(j) "Use" means to install and execute the Program, provided that:

(1) You install the Program only on a computer system that You own or only on a computer system not owned by You if You will be the only party with access to the installed Program; and
(2) You execute the Program (i) for its intended purpose solely in connection with the management of the business that You and Your Affiliates conduct, and (ii) solely to the extent of any and all applicable limitations (whether as to specific modules or other parts of the Program, or number of production or backup server computers) set forth in this Agreement and the Supplemental License Terms; and

(3) You may make only a reasonable number of backup copies of the Program solely for the purpose of reinstalling the Program, if reinstallation becomes necessary; and

(4) You may make one copy of the Program for Use in a testing environment solely for testing purposes; and,

(5) You may make and install one copy of the Program at a disaster recovery site for Your Use only for so long as a disaster or other emergency prevents You from Using the Program at Your original installation site.

(k) "You" or "Your" means or refers to the company or person that Sage has registered as the licensee for the Software.

4. Limits of License.

The license contained in this Agreement does not include the right to perform, and You agree to refrain from performing, any of the following:

(a) Except as expressly set forth in section 3(j) above, making any

copy of the Software, except as an essential step in Your licensed Use thereof.

(b) Distributing any copy of the Software (whether by renting, leasing, lending, sublicensing, time-sharing, or otherwise), except that, if Sage consents in writing, which consent will not be unreasonably denied, You may transfer the Software to a purchasing party after the close of a sale of either Your entire business, or all, or substantially all, of the assets of Your business, provided that the purchasing party reads and accepts (in writing to Sage) the terms and conditions of this Agreement, the purchasing party agrees to other reasonable transfer requirements, and You do not retain a copy of the Software.

(c) Using the Software for personal, family, household, or other nonbusiness purposes;

(d) Altering, modifying, translating, decompiling, disassembling or reverse-engineering the Software or creating any derivative work based upon the Software;

(e) Removing or obscuring any copyright or trademark notices from the Software.

(f) Using the Software in excess of (i) the limitations set forth in this Agreement and Supplemental License Terms, and (ii) the number and types of users, seats or licenses You purchase or rightfully acquire.

5. Additional Restrictions.

(a) Any report-writing software contained within the Program may be subject to a restriction such that its use may be limited to accessing only the data that is created by, or used by, the Program; (b) You may not Use, export, re-export or otherwise transfer the Software in violation of any domestic or foreign laws or regulations in effect from time to time in the jurisdiction in which You are a resident or in which the Software is Used. You represent and warrant that You are not located in, under the control of, a national or resident of, any restricted country or of any entity or person designated as restricted.

6. U.S. Government Restricted Rights.

The Software is provided with restricted rights. Use, duplication or disclosure by the U.S. Government is subject to restrictions as set forth in paragraphs (a) – (d) of the Commercial Computer Software - Restricted Rights clause at 48 CFR 52.227-19, or Section 227.7202 of the DFARS. The Manufacturer is Sage Software. Sage's address in the United States is 56 Technology Drive, Irvine, California 92618; Sage's address in Canada is 50 Burnhamthorpe Road West, Suite 700, Mississauga, Ontario L5B 3C2, Canada.

7. Limited Warranty and Disclaimers.

(a) Sage warrants that, during the one hundred and eighty (180) day period (the "Warranty Period") that commences on the date that Sage Enabled Use of the Software (whether for an initial license, an upgrade or a maintenance release under a service plan), the Program, when properly Used, shall perform substantially in accordance with the Documentation. Sage does not warrant or represent that Your Use of the Program will be uninterrupted or errorfree. If You report to Sage in writing within the Warranty Period any non-conformity between the Documentation and the Program, and if Sage is able to replicate and verify that such non-conformity exists, Sage shall make commercially reasonable efforts to correct such non-conformity and, if successful, shall supply You with such correction at no additional cost to You. If such efforts are unsuccessful and the non-conformity is material:

(1) Except for Maintenance Software, You may terminate this Agreement, discontinue Use of, and return all copies You have of the Software, and Sage will ensure that You receive a refund of the license fee You paid and credit for any license fee You owe for the Software; and

(2) For Maintenance Software, You may terminate Your service plan, discontinue Use of, and return all copies You have of the Maintenance Software, and Sage will ensure that You receive a refund of, or credit for, the service fee You incurred for the purchase of your most recent service plan. The foregoing states Your sole and exclusive remedy for any breach of this warranty.

(b) With respect to any media by which You may have received Your installation copy of the Program, Sage warrants that the media is free from defects in materials and workmanship under normal use for the Warranty Period. Your sole and exclusive remedy under this warranty is limited to replacement of defective media.

(c) Other than the express, limited warranties stated above in this section, sage and its suppliers expressly disclaim to the fullest extent permitted by law all other representations, warranties, conditions and guarantees of any kind or nature whatsoever, whether express, implied and statutory, including but not limited to, any warranties, conditions or guarantees (i) of merchantability, (ii) of fitness for a particular purpose, (iii) of non-infringement of proprietary or intellectual property rights of any third party, and (iv) arising from custom or trade usage or by any course of dealing or course of performance. you understand and agree that: (1) the utility of a business management computer program decreases as technology evolves and the business environment changes, (2) you are free to decide, and are responsible for deciding, when to upgrade your software, and (3) sage disclaims any responsibility to deliver laterreleased software or otherwise render any customer support services except as may be specified in a separate customer maintenance and support agreement.

(d) Other Limitations. Sage will have no responsibility under these limited warranties for any Software or media that has been modified, lost, stolen or damaged by accident, abuse or misapplication. No employee, agent or representative of Sage, nor any reseller (including Your Distributor) or any other third party, is authorized to make any warranty with respect to the Software, except those expressly stated in this Agreement, and You may not rely on any such unauthorized warranty. You acknowledge and agree that You have chosen Your Distributor, and that such Distributor is an independent party and not an agent of Sage.

8. Exclusions of and Limitation of Liability.

(a) You acknowledge Your understanding that software is inherently complex and may not be free from errors, and that You have been advised to verify the work produced by the Program. Neither Sage nor its suppliers shall be liable for any special, indirect, incidental, consequential or punitive damages resulting from any defect in the Software or media, even if Sage has been advised of the possibility of such damages. This means Sage is not responsible or liable for damages or costs incurred as a result of loss of time, loss of data, loss of anticipated profits, lost opportunity cost or loss of use of the Software, nor for damages or costs incurred in connection with obtaining substitute software, claims made against You by others or similar costs. In no event shall sage's liability to you arising out of or in connection with the software or this agreement, whether in contract, tort or otherwise, exceed the license fee actually paid by you to purchase the license for the software. You acknowledge and agree that this Agreement allocates risk between You and Sage as authorized by applicable law, and that the pricing of Sage's products reflects this allocation of risk and the exclusions and limitations of liability contained in this Agreement. If any remedy hereunder is determined to have failed of its essential purpose, all limitations of liability and exclusion of damages set forth in this Agreement shall remain in full force and effect.

(b) You acknowledge that unless You and Sage agree in writing for Sage to provide software implementation services to implement the Program at your place of business, You are responsible for engaging a qualified party to provide implementation services for You on terms You negotiate. You also acknowledge that You are responsible for independently investigating the skills and qualifications of such party to ensure that they provide You with the level of skill and service Your business requires. You agree that Sage shall have no liability whatsoever for any failure associated with such implementation services, even if the party You engage is an authorized or certified Distributor, consultant, or installer of Sage products.

9. Jurisdictional Rights.

This Agreement gives You specific legal rights, and You may also have other rights, which vary from jurisdiction to jurisdiction. Some jurisdictions do not allow the exclusion or limitation of implied warranties or of liability for incidental or consequential damages, so some or all of those sections of the Agreement may not apply to You.

10. Term.

This Agreement is effective from the date You accept it and continues in effect until terminated. You may terminate this Agreement at any time, at which point Your license hereunder will terminate. This Agreement and the license granted herein will terminate automatically and without notice if You fail to comply with any term or condition of this Agreement. You agree upon termination to return the original Software to Sage and to destroy all other Software copies in Your possession. Any provision in this Agreement which when reasonably read is intended to survive the termination of this Agreement shall survive, including without limitation, the disclaimer of warranties and limitations of liability.

11. Entire Agreement and Severability.

This Agreement (including the Supplemental License Terms which are incorporated by reference and made a part hereof) represents the complete and exclusive understanding between You and Sage regarding the Software, and supersedes any prior purchase order, confirmation, advertising, representation, or other communication. This Agreement may not be modified except by a written agreement signed by an authorized Sage representative. If any provision of this Agreement is found to be void, invalid, or unenforceable, it shall be severed from and shall not affect the remainder of this Agreement, which shall remain valid and enforceable. Any such severed provision shall be replaced with a similar provision, which conforms to applicable law and embodies as closely as possible the original intent of the parties.

12. Dispute Resolution, Waiver of Collective or Class Action, Choice of Law, Statute of Limitations and Language.

Any cause of action or claim arising out of or relating to this Agreement or the breach thereof, including without limitation, the validity, enforceability or scope of this Agreement, shall be settled by binding arbitration pursuant to this section 12 and the applicable rules of either J.A.M.S/En dispute or the National Arbitration Forum in effect at the time the claim is filed. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. In addition, You agree that any cause of action or claim will be arbitrated individually and that You will not consolidate or seek class treatment for any claims, unless previously agreed to in writing by You and Sage. This Agreement shall be governed by the laws of (i) the State of California if primary Use of the Software occurs in any jurisdiction other than Canada, or (ii) the Province of British Columbia if primary Use of the Software occurs in Canada, each without regard to the conflict of laws provisions thereof or to the United Nations 1980 conventions on the International Sale of Goods. The parties have expressly requested and required that this Agreement and all other related documents be drawn up in the English language. Les Parties conviennent et exigent expressément que ce Contrat et tous les documents qui s'y rapportent soient rédigés en anglais. any claim or cause of action, regardless of form, must be brought no more than one (1) year after it arose, otherwise the claim or cause of action shall be barred, except that the foregoing limitation and the arbitration provision shall not apply to the enforcement by sage of any of its intellectual property rights. this provision shall survive termination of this agreement.

13. Indemnification.

(a) If You receive notice of any claim that Your use of any part of the Software infringes any third party's intellectual property right in a patent, copyright, or trade secret, Sage shall defend, and shall indemnify and hold You harmless by paying any resulting costs and damages finally awarded by a court with respect to any such claim provided that You:

(1) Notify Sage in writing promptly upon becoming aware of the claim,

(2) At Sage's request and expense, give Sage such information and assistance as is reasonable under the circumstances, and

(3) Give Sage the right to settle the claim in Sage's sole discretion and at Sage's expense.

(b) This indemnification does not extend to any claim based upon any alleged infringement arising from the combination of the Software with other elements not under Sage's sole control, or arising from any part of the Software that You or a third-party modify, or that incorporates specifications, designs or formulas that You provide. If You are prevented from Using the Software because of an actual or claimed infringement, then at Sage's option, Sage shall promptly either obtain for You the right to continue Using the affected part of the Software, replace or modify the affected part of the Software so that it becomes non-infringing, or if none of the foregoing alternatives are possible after Sage exercises commercially reasonable efforts, You may terminate this Agreement and any service plan, and Sage shall ensure that You receive a refund of, or credit for:

(1) the service fee You incurred for the purchase of Your most recent service plan; and

(2) a pro rata portion of the license fees You incurred for the purchase of Your initial license and all upgrades, which pro rata

portion will be determined on the basis of the remaining period of a useful life of (5) five years, where the five year useful life begins on the date of Your purchase of Your initial license and the remaining period begins on the date You so terminate.

(c) This section 13 sets out sage's entire financial liability for any intellectual property claims or actual infringements relating to the software.

You hereby give Sage permission to send you information regarding Sage's products and services by various delivery methods, including via facsimile. (#21677 / 011409)

Home > Licensing > Workstation Licenses

Workstation Licenses

*Please note that when the word 'Workstation' is used within this help file section it refers to a physical computer and not an Accpac Workstation installation.

Sage Accpac Intelligence uses a workstation Licensing model. After you have serialised your Sage Accpac Intelligence installation, you will have a (n) Workstation Licenses available (where n is the number of Licenses you have purchased). The first (n) workstations to access Sage Accpac Intelligence will be assigned these Licenses. When the (n) licenses have been assigned you will need to purchase more licenses or you will need to Un-Assign some existing Licenses.

Licenses will be tied to a User Name and Workstation so the licensing is not "concurrent" licensing. The preferred method is to allow workstations to claim licenses at first access, however you may manually add workstation licenses.

The License Manager provides a snapshot of your *Sage Accpac Intelligence* licenses and module configuration.

Allowing Workstations to Claim Licenses at first access

For each workstation, follow steps 1-7 of the Installation Guide

- 8. Click the browse button and navigate to the shared network folder where your Server Report Repository is located.
- 9. Click **OK**.
- 10. Enter your connection details and click **OK**.



- **11**. Select the Correct License type for the workstation.
- 12. Click OK.

Manually Adding Workstation Licenses

1. When the License Manager is opened, the screen below will open, listing the licenses.

👿 SAMINC - B/X License M	lanager			×
File Help				
Connector Licensed	NO	Analysis Licens	ed	NO
Report Manager Licenses	1	Report Viewer	Licenses	0
Assigned Licenses		Designer Licen	sed	NO
ADMIN	License Typ Report Mana		Worksta ALCHEN	tion 1EX-ACPAC6
Add Change	Delete			

2. Select the **Add** button to add a new license, the screen below will open.

Add license		x
User		•
License Type	Report Manager Report Viewer <u>O</u> K <u>C</u> ance	

- **3**. Enter the User name to assign the license to.
- 4. Choose the license type you would like to add.
- 5. Click **OK**.
- 6. You will now see the license you added along with the license type.

Home > Upgrading > Upgrading from older versions

Upgrading from older versions of Sage Accpac Intelligence

When performing an upgrade of new reports, current reports and settings are not deleted. The intention of an upgrade is to import new reports into the current metadata repository only and not modify current versions of reports and settings that were created and saved prior to the upgrade.

- 1. Back up current BXDATA (Reports and Settings folder e.g. C:\Program Files\Sage\Sage Accpac\BXData)
- 2. Uninstall current *Sage Accpac Intelligence* within current Accpac installation.
- 3. Upgrade current version of Accpac to new version.
- 4. After activation, replace the new BXDATA with the older backed up BXDATA in order to retain current reports and report manager settings.
- 5. See <u>Bulk Import</u> section in order to successfully import the new version reports.

Home > Getting Started Guide > Login Properties

Login Properties

- User Name The name of the Login.
 - Your Sage Accpac Intelligence logon credentials will be required
- **Password** *Sage Accpac Intelligence* password will be required.

Sage Accpac Sign	on		×
Server	<local machine=""></local>		ж
User ID	ADMIN	Windows Authentication	ncel
Password		Change Password	
Company	Sample Company Ltd	i.	
Session Date	2010/06/11 🔲 🗸		

Home > Getting Started Guide > Standard Reports Available

Standard Reports Available

Sage Accpac Intelligence comes with sample reports that you can use as templates when creating your own reports.

Financial Reports

Sample Company		
Management Account	115	
 Actual / Budget / Variance / Blank 1–12, Qtrs & YTD / Annual Budget 	Income Statement	
- Actual / Prior / Blank 1-12, Qtrs & YTD / Annual Prior	Income Statement	Balance Sheet
- Actual / Budget / Prior / Blank 1–12 & YTD / Annual Budget & Prior	Income Statement	
- Actual 1-12, Qtrs & YTD	Income Statement	Balance Sheet
- Actual 1-12 / Blank / Budget 1-12 & YTD / Annual Budget	Income Statement	
- Actual 1-12 / Blank / Prior 1-12 & YTD / Annual Prior	Income Statement	Balance Sheet
Actual 1–12 / Blank / Budget 1–12 / Blank / Prior 1–12 & YTD & Annual Budget / Annual Prior	Income Statement	
- Actual / Budget / Variance / Blank - Current Month & YTD / Annual Budg	get Income Statement	
Actual / Budget / Prior / Blank – Current Month & YTD & Annual Budget / Annual Prior	Income Statement	
)- Annual Prior / Blank / Actual Current month / Blank / Actual YTD		Balance Sheet
- Actual Current month / Blank / Actual YTD / Annual Prior	Income Statement	
2- Actuals YTD Comparison Last 5 Years	Income Statement	

Financial Trend Analysis



Dashboard Analysis

The Dashboard Analysis report contains a one-page summary of key business information. The report features Top 5 Reporting on customers, items, 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.

Profit & Loss	Actual	Budget	Variance	Actual	Budget	Variance
	Mar	Mar		YTD	YTD	
Sales	3 073 668	769 000	2 304 668	8 688 568	2 307 000	6 381 568
Cost of Sales	1031403		(1031403)	2 498 144		(2 498 144)
Gross Profit	2 042 265	769 000	1273265	6 190 424	2 307 000	3 883 424
Expenses	1 929 138	904 000	(1025 138)	6 256 299	2 712 000	[3 544 299]
Net income before taz	113 127	(135 000)	248 127	[65 875]	[405 000]	339 125
Top 5 Espenses	Actual	Budget	Variance	Actual	Budget	Variance
a op o calpenses	Mar	Mar		YTD	YTD	
Promotion and entertainment	291070	33 000	(258 070)	951469	99 000	(852 469)
Commissions	408 874	50 000	(358 874)	702 365	150 000	(552 365)
Adventising	184 173	67 000	(117 173)	678 847	201000	(477 847)
Telephone, telex, fax	163 716	15 000	(148 716)	713 190	45 000	(668 190)
Utilities	114 652	5 000	(109 652)	414 419	15 000	(399 419)
	1 162 485	170 000	(992 485)	3 460 290	510 000	(2 950 290)
Period: Janu	ary 2020 to Ma	rch 2020				
Top 5 Customers	YTO	*	Top 5 Custor	mer Groups	GP	GP X
The Courtgard	6 2 8 3	38.9%	Retail Sales G	iroup	1071	63.4%
Bargain Mart - Oakland	3 956	24.5%	Wholesale Sa		[178 743]	(1042.7%)
Bargain Mart - San Diego	3 0 3 5	18.8%				
Mr. Ronald Black	1690	10.5%				
Custom Comfort	1183	7.3%				
3	16 147	100.0%			- C - C - C - C - C - C - C - C - C - C	
Top 5 Items	YTD	*	Top 5 Item C	ategories	Quantite	Price YTD
Fluorescent Desk Lamp	8 879	49.0%	Accessories		739	18 831
Desk Note Book	4 970	27.5%				
Desk Calendar Pad	2 364	13.1%				
Bulletin Board	986	5.4%				
Halogen Desk Light	906	5.0%			<u></u>	
the second second second	18 105	100.0%	2			
Bottom 5 Items	YTO	×	Bottom 5 Ite	m Catenories	Quantity	Price YTD
13W Mini Fluorescent Bulb	78	1.6%	Accessories	in categories	739	18 831
50V/12V Halogen Bulb	649	13.0%	ravessoires		135	10 001
Halogen Desk, Light	906	18.2%				
Bulletin Board	986	19.8%			<u></u>	ं
Desk, Calendar Pad	2 364	47.5%				
Desk, Calendar Plad						
	4 983	100.0×				

Income Statements

Sample Company Inc. Income Statement for Period Ending December 2020

	Jan	20	Jan 19	Feb	20	Feb 19	Mar	20	Mar 19
	Actual	Budget	Prior	Actual	Budget	Prior	Actual	Budget	Prior
Revenue	2 440 220.53	769 000.00	9 457 661.65	3 174 679.99	769 000.00	1809.68	3 073 667.61	769 000.00	2 684 366.18
Cost of Sales	640 702.96	-	2 963 098.72	826 038.72	-	670.73	1031402.55	-	718 343.83
GROSS PROFIT / (LOSS)	1799 517.57	769 000.00	6 494 562.93	2 348 641.27	769 000.00	1 138.95	2 042 265.06	769 000.00	1966 022.35
Other Income	200 806.55		425 539.37	230 927.55	-	-	235 519.14		205 293.98
Delivery revenue	96 207.12	-	203 877.40	110 638.20	-	-	112 823.97	-	98 357.07
Rental revenue	87 143.91	-	184 671.12	100 215.50	-	-	102 219.83	-	89 091.34
Interest income	7 010.64	-	14 856.57	8062.23	-	-	8223.49	-	7 167.2
Miscellaneous income	10 444.88		22 134.28	12 011.62		-	12 251.85		10678.2
Cost and Expenses	2 467 338.56	904 000.00	5 148 659.02	2 291 555.89	904 000.00		2 164 657.31	904 000.00	1673 028.23
NET PROFIT / (LOSS) BEFORE TAX	(467 014.44)	(135 000.00)	1771443.28	288 012.93	(135 000.00)	1 138.95	113 126.89	(135 000.00)	498 288.10
Prov for Income Taxes	8 000.00	-	30 000.00	15 000.00	-	-	20 000.00		15 000.00
NET PROFIT / (LOSS) AFTER TAX	(475 014.44)	(135 000.00)	1741443.28	273 012.93	(135 000.00)	1 138.95	93 126.89	(135 000.00)	483 288.10

Balance Sheets

Sample Company Inc. Balance Sheet for Period Ending March 2020

	Jan 20 Opening	Current Mth Actual	YTD Actual
Current Assets	4 377 819.30	854 464.96	6 333 709.86
Fixed Assets	2 727 520.88	307 390.74	3 530 763.67
Inventory	2 427 520.88	(192 609.26)	2 2 30 763.67
Work in progress	-	-	-
Furniture and finitures			-
Equipment	300 000.00	500 000.00	1000 000.00
Land	300 000.00		300 000.00
Accumulated Depreciation	(475 000.00)	(50 000.00)	(610 000.00)
TOTAL ASSETS	6 630 340.18	1 111 855, 70	9 254 473.53
Current Liabilities	4 887 065.06	1030 728.81	7 656 073.03
Long Term Liabilities	(144 000.00)	(12 000.00)	(180 000.00)
TOTAL LIABILITIES	4 743 065.06	1018 728.81	7 476 073.03
SHAREHOLDERS EQUITY			
Retained Earnings	1887 275.12	93 126.89	1778 400.50
TOTAL SHAREHOLDERS EQUITY	1887 275.12	93 126.89	1778 400.50
		1 111 855.70	9 254 473.53

General Ledger Transaction Details

or the financial year 2020 or the period 1 to 1	ACTION DETAILS	3		2	5	
/EAR	(AI)	-				
PERIOD	(AI)	-				
ACCOUNT TYPE ACCOUNT GROUPS	(AI)					
	DATE	REFERENCE	DESCRIPTION	A REAL PROPERTY AND A REAL	- In solution of the local division of the l	Total
2015 - Accounts payable, trade				1 010		- 4
		4 🖃 1540-Hart Batteries	Invoice-HB-993	0		-14
		2 E 1200-Chloride Systems	CC485-2285735	0	- 35	
		2 = 1200-Chloride Systems 4 = 1200-Chloride Systems	CC485-2285735 Credit Note-CL1501	0 1 010	- 35	
2020 - Accounts payable, other				1 010		10
2020 - Accounts payable, other				1 010	0	1 0
2020 - Accounts payable, other		4 🗏 1200-Chloride Systems	Credit Note-CL1501	1 010	0 -1825 223 0 -615 190	1 0 -1139 5 685 6 -615 1
2020 - Accounts payable, other		4 🗏 1200-Chloride Systems	Credit Note-CL1501 Misc. cash entries Misc. inventory purchases Misc. journal entries	1 010 685 676 685 676	-1825 223 0 -615 190 -598 232	-1139 5 685 6 -615 1 -598 2
2020 - Accounts payable, other		4 🗏 1200-Chloride Systems	Credit Note-CL1501 Misc. cash entries Misc. inventory purchases	1 010 685 676 685 676 0	0 -1825 223 0 -615 190 -598 232	1 0 -1139 5 685 6 -615 1 -598 2
		4 🗏 1200-Chloride Systems	Credit Note-CL1501 Misc. cash entries Misc. inventory purchases Misc. journal entries	1 010 685 676 685 676 0 0	-1825 223 0 -615 190 -598 232 -611 802	1 0 -1139 6 685 6 -615 1 -598 2 -611 8
		4 🗏 1200-Chloride Systems	Credit Note-CL1501 Misc. cash entries Misc. inventory purchases Misc. journal entries	1 010 685 676 685 676 0 0	0 -1825 223 0 -615 190 -598 232 -611 802 -4 364	1 0 -1139 6 -615 1 -598 2 -611 8 -4 3
		4	Credit Note-CL1501 Misc. cash entries Misc. inventory purchases Misc. journal entries Misc. payables enries	1 010 685 676 685 676 0 0 0	0 -1825 223 0 -615 190 -598 232 -611 802 -4 364 - 196	-1139 5 685 6 -615 1 -598 2 -611 8 -4 3 -1
2020 - Accounts payable, other	2020/01/1 2020/01/3 2020/01/3 2020/01/0 2020/01/0 2020/01/0	4	Credit Note-CL1501 Misc. cash entries Misc. inventory purchases Misc. journal entries Misc. payables enries Invoice-IND0000000000000	1 010 685 676 685 676 0 0 0 0 0 0	0 -1825 223 0 -615 190 -598 232 -611 802 -4 364 - 196 - 300	685 6 -615 1 -598 2

Sales Master

This report highlights pertinent sales information including item sales quantities, costs, and gross profits by customer and product.

Sample Comp SALES MASTI For the period from	any Inc.				26	4	N N
Salesperson 1 Nan	ne (Al)	1					
Customer Group	(AI)	1					
Category	(AI) •]					
Period	(IA)	1		/			
Location Name	(AI) *	1		11			
Currency	(AI)			11			
		Data					
CUSTOMER	ITEM CODE - ITEM NAME		Total Cost	Total Ext Amount	Total Discounts Sales Excl	GP	GP %
3 1200 - Mr. Ronald		153.00	2 281.78	7 008.80	7 008.80	4 727.02	67%
	A11030 - Fluorescent Desk Lamp	58.00	1 085.38	3 479.42	3 479.42	2 394.04	69%
	A13100 - Halogen Desk Light	3.00	76.31	151.05	151.05	74.74	49%
	A13200 - 50W/12V Halogen Bulb	32.00	117.43	204.48	204.48	87.05	43%
	A14000 - Desk Note Book	30.00	235.44	748.50	748.50	513.06	69%
	A14500 - Bulletin Board	15.00	117.72	265.50	265.50	147.78	56%
	A1900B - Answering Machine	10.00	108.25	359.90	359.90	251.65	70%
	A1900L - Personal Digital Assistant	5.00	541.25	1 799.95	1 799.95	1 258.70	70%
= 1240 - The Court	yard	363.00	3 440.95	9 602.35	9 602.35	6 161.40	64%
	A11030 - Fluorescent Desk Lamp	75.00	1 433.10	4 499.25	4 499.25	3 066.15	68%
	A11050 - 13W Mini Fluorescent Bulb	-2.00		-14.20	-14.20	-14.20	-100%
	A13100 - Halogen Desk Light	15.00	381.58	755.25	755.25	373.67	49%
	A13200 - 50W/12V Halogen Bulb	97.00	355.95	619.83	619.83	263.88	43%
	A14000 - Desk Note Book	100.00	784.82	2 495.00	2 495.00	1 710.18	69%
	A14010 - Desk Calendar Pad	78.00	485.50	1 247.22	1 247.22	761.72	61%
	Alterio - Dean culcingui rug			1			

Inventory Master

Displays item cost and quantity information over any given date range, as well as relevant item location details.
Sample Company INVENTORY MAS as of 18 Dec 2009	Inc.						1,		5	
	15	-		Data						
		COST UON	STOCKING UOM	ATV	PO QTY	SO QTY	QTY INCL	MOST RECENT COST	TOTAL AVERAGE COST	TOTAL MOST RECENT COST
ITEM CODE-NAME	LOCATION		STOCKING DOM	ON HAND			ORDERS			
□ A11030 - Fluorescent	Desk Lamp	2		657.00	486.00	31.00	1 112.00	104.239857	345 927.380000	13 797.914593
	81	⊟Ea.	Ea.	137.00	310.00		447.00	20.297333	2 791.170000	2 780.734621
	82	⊟Ea.	Ea.	262.00	50.00	21.00	291.00	21.045000	337 944.000000	5 513.790000
	3	⊟Ea.	Ea.	42.00	126.00		168.00	20.297000	774.220000	852.474000
	⊟4	⊟Ea.	Ea.	206.00		10.00	196.00	21.555667	4 207.540000	4 440.467402
S117 S4.777	TRANS	⊟Ea.	Ea.	10.00			10.00	21.044857	210.450000	210.448570
BA11050 - 13W Mini Flu	orescent Bulb			378.00	500 535.00	23.00	500 890.00	14.505500	1 370.790000	1 370.770200
	81	∃Ea.	Ea.	70.00	105.00	15.00	160.00	3.626400	253.860000	253.848000
	2	∃Ea.	Ea.	143.00	30.00	8.00	165.00	3.626400	518.580000	518.575200
	83	⊟Ea.	Ea.	75.00	150.00		225.00	3.626400	271.980000	271.980000
	■4	⊟Ea.	Ea.	90.00	500 250.00		500 340.00	3.626300	326.370000	326.367000
A13100 - Halogen Des		200		443.00	865.00	58.00	1 250.00	101.753800	11 269.370000	11 269.186649
	81	⊟Ea.	Ea.	128.00	215.00	50.00	293.00	25.438333	3 256.160000	3 256.106624
	2	∃Ea.	Ea.	165.00	25.00	8.00	182.00	25.438000	4 197.400000	4 197.270000
	⊟3	∃Ea.	Ea.	75.00	25.00		100.00	25.438667	1 907.900000	1 907.900025
	= 4	⊟Ea.	Ea.	75.00	600.00		675.00	25.438800	1 907.910000	1 907.910000
Grand Total				1 478.00	501 886.00	112.00	503 252.00	220.499157	358 567.540000	26 437.871442

Purchase Order Master

This report lists relevant purchase information by vendor and item number for any given date range. The report can be filtered by vendor, item number, or unit of measure.

PURCHASE For the period fr	pany Inc. MASTER om 01 Jan 2020 to 31 Dec 2020	1	•	
Category	(AI)	1		
Location	(AI)	1		
Period	(AI)	1		
Currency	(AI)	1		
		Data		
	am 📽 Item Code - Name 🛛 📽		vtal Unit Cost	
= 1200 - Chl	oride Systems	297.00	6 107.85	
	A11030 - Fluorescent Desk Lamp	57.00	656.80	
	A13100 - Halogen Desk Light	5.00	117.50	
	A1900B - Answering Machine	100.00	1 000.00	
	A1900G - Calculator	100.00	500.00	
	A1900L - Personal Digital Assistant A2KINGS5000B - Kings 5000 Series Desk Accessories	50.00	5 000.00	
	C1500B - High Back Arm Titer	-5.00	-499.95	
	S1200B - Flat Screen 5'6 H x 5'W	-10.00	-868.50	
■ 1540 - Hart	t Batteries	83.00	1 726.15	
	A11030 - Fluorescent Desk Lamp	35.00	656.25	
	A14000 - Desk Note Book	40.00	370.00	
	C1500B - High Back Arm Titer	5.00	499.95	
	S1200B - Flat Screen 5'6 H x 5'W	3.00	199.95	

If the Analysis Module is purchased, the following Cube reports are also included:

Financial Analysis Cube

This report allows you to analyze G/L accounts by Account Group and segment over multiple fiscal years.



Financial Analysis Cube Trend



go to Financial Analysis



Inventory Analysis Cube

This report allows you to analyze year-to-date stock-on-hand quantities, purchase and sales order quantities, and actual stock values by inventory group.





Location	All	1		/	
Item Active	Al 💌]			
	Data				
Segment Code 🛛 😁	Qty On Hand	PO Qty	SO Qty	Qty Incl Orders	Total Actual Cost
A1 - Accessories	10 385.00	510 079.00	124.00	520 340.00	388 612
BA2 - Accessories - Package	569.00	140.00	4.00	705.00	57 700
C1 - Tilter Chairs	358.00	0.00	0.00	358.00	325 117
C1220B - Krugg 220 Arm Titer-Brown	74.00	0.00	0.00	74.00	293 013
C1220T - Krugg 220 Arm Tilter-Tan	50.00	0.00	0.00	50.00	7 450
C1250B - Krugg Arm Tilter-Brown	0.00	0.00	0.00	0.00	(
C1250R - Krugg 250 Arm Titer-Rust	35.00	0.00	0.00	35.00	3 115
C1500B - High Back Arm Tilter	199.00	0.00	0.00	199.00	21 539
C1500T - High Back Tilter-Tweed	0.00	0.00	0.00	0.00	(
C2 - Steno Chairs	44.00	0.00	1.00	43.00	2 65
D1 - Executive Desks	42.00	0.00	1.00	41.00	956 784
BD2 - Secretarial Desks	60.00	0.00	0.00	60.00	13 740
F1 - Filing Cabinets	54.00	450.00	2.00	502.00	10 224
F2 - Filing Cabinet Extras	0.00	6.00	0.00	6.00	(
F3 - Filing Cabinet with Extras	0.00	0.00	0.00	0.00	(
81 - Screen Dividers	231.00	4.00	0.00	235.00	227 252
Grand Total	11 743.00	510 679.00	132.00	522 290.00	1982 084

Inventory Analysis Cube Trend



Top 10 Stocked Items



Item (Mult-Level)	AI	
Location	AI	
Item Active	AI	٠
Segment Code	🖌 Qty Or	Hand
A16500 - Highlighter	2	500.00
A16550 - Pen	2	500.00
A14700 - Dry-erase White Board Markers		335.00
A14500 - Bulletin Board		731.00
A11030 - Fluorescent Desk Lamp		357.00
A14010 - Desk Calendar Pad		579.00
A14000 - Desk Note Book		542.00
A16560 - Pencil	1	500.00
A13100 - Halogen Desk Light		43.00
A11050 - 13W Mini Fluorescent Bulb	1	378.00
Grand Total	9	\$65.00

Sales Analysis Cube

This report allows you to analyze sales quantities, gross profits, and amounts by customer, product, and salesperson over multiple fiscal/calendar years.

Sales ANALYSIS							7	2
Customer Group	All	1				••	D	
Item Location	All					1		
Sales Rep	All	1			1			
Doc Type	All 🔹]			1			
Line Total Excl	Column Labels ~				22.52			
	a 2019	2020						2020 Total
		B QTR 1			QTR 1 Total	B QTR 2	OTR 3	
Row Labels 🚽		MTH 01 (Jan) M	TH 02 (Feb) MT	H 03 (Mar)				
1100 - Bargain Mart - San Diego	3 004	4		3 035	3 035	1 158	1	4 193
1105 - Bargain Mart - Oakland	2 066	5		3 956	3 956	957		4 913
1200 - Mr. Ronald Black	7 077	1 690			1 690	3 159	2 160	7 009
1210 - ACME Plumbing	3 082	2				3 255		3 255
1240 - The Courtyard	940	6 283			6 283	3 3 1 9		9 602
1400 - Coastal Electric Company	575	5	1 050		1 050	1 133		2 183
1500 - Custom Comfort	494	4		1 183	1 183	2 0 3 4		3 217
1520 - Mr. Stephen Kershaw	4 462	2				2 259		2 259
Ising the second sec						4 468		4 468
8 1600 - Dr. Dan Penn	233	8				1 155		1 155
I 1970 - Mr. Ronald English						160		160
4030 - The House Doctors						1 669		1 669
8 7300 - The Royal Cavendish Co.			840		840	731		1 571
8 7400 - The Yoshida Gardens				794	794			794
Grand Total	21 932	7 973	1 890	8 968	18 831	25 457	2 160	46 448

Sales Analysis Cube Trend



go to Sales Analysis



Sales Rep	All	-	
Doc Type	All	-	1
Line Total Excl	Fin Yea	r =	-
Fin Month	- 2019		2020
MTH 01 (Jan)		325	7 973
MTH 02 (Feb)	1	810	1 890
MTH 03 (Mar)		0	8 968
MTH 04 (Apr)		0	10 794
MTH 05 (May)	1	077	12 548
MTH 06 (Jun)		0	2 115
MTH 07 (Jul)		0	2 160
MTH 08 (Aug)	3	077	0
MTH 09 (Sep)	5	032	0
MTH 10 (Oct)	1	534	0
MTH 11 (Nov)		0	0
MTH 12 (Dec)	3	078	0
Grand Total	21	932	46 448

All + Home > Getting Started Guide > Accessing the Sage Accpac Intelligence Reports

Accessing the Sage Accpac Intelligence Reports

To access the reports:

- 1. In Windows, Click on All Programs, Sage Accpac, *Sage Accpac Intelligence*.
- 2. Click on **Report Manager** or **Report Viewer** to access the reports directly. This will launch the relevant interface.

Running a Report from the Report Manager

- 1. Select the report you want to run. For this example, choose **Sales Master** under **Sales**
- 2. To run the report click on the green Run icon, You can also right-click and select Run or press Ctrl+R

📸 B/X Report Manage	er
Object	
Home	
📄 Analysis	
📄 Dashboard	
📄 Demonstration	
📄 Designer	
📄 Financials	
linventory	
Metrics and KPIs	
Purchases	Open
Sales	Delete
Copy of Sa	
Sales Mas	Run
	Run Sample

- 3. Enter Report Parameter. (Date/ Month)
- 4. Click **OK**
- 5. 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.

 Setting WorkBook Properties Writing WorkBook Summary Information Workbook Summary Information Written Writing Parameter Sheet Parameter Sheet Written Rendering Data Refreshing Formulae Formulae Refreshed Data Rendered Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges 	Status		
 Workbook Summary Information Written Writing Parameter Sheet Parameter Sheet Written Rendering Data Refreshing Formulae Formulae Refreshed Data Rendered Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges 	 Settin 	g WorkBook Properties	
 Workbook Summary Information Written Writing Parameter Sheet Parameter Sheet Written Rendering Data Refreshing Formulae Formulae Refreshed Data Rendered Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges 	 Writin 	g WorkBook Summary Informatio	n
 Parameter Sheet Written Rendering Data Refreshing Formulae Formulae Refreshed Data Rendered Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges 			
Rendering Data Refreshing Formulae Formulae Refreshed Data Rendered Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges	 Writin 	g Parameter Sheet	
Refreshing Formulae Formulae Refreshed Data Rendered Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges	 Parar 	neter Sheet Written	
 Formulae Refreshed Data Rendered Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges 	 Rend 	ering Data	
 Formulae Refreshed Data Rendered Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges 	 Refre 	shing Formulae	=
Refreshing Add-Ins Link Add-Ins Link Refreshed Naming Ranges	 Form 	ulae Refreshed	
Add-Ins Link Refreshed	 Data 	Rendered	
Naming Ranges	 Refre 	shing Add-Ins Link	
	_		
4 III •	🖊 Nami	ng Ranges	-
	•	111	•

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

Sample Comp SALES MAST	any Inc.					4	
alesperson 1 Nar	ne (All)	1					
Customer Group	(AI)	1					
ategory	(AI) -						
eriod	(AI)						
ocation Name	(AI) -			1			
Currency	(AI)			11			
		Data					
USTOMER	ITEM CODE - ITEM NAME			Total Ext Amount	Total Discounts Sales Excl	GP	GP %
3 1200 - Mr. Ronal		153.00	2 281.78	7 008.80	7 008.80	4 727.02	67%
	A11030 - Fluorescent Desk Lamp	58.00	1 085.38	3 479,42	3 479.42	2 394.04	69%
	A13100 - Halogen Desk Light	3.00	76.31	151.05	151.05	74.74	49%
	A13200 - 50W/12V Halogen Bulb	32.00	117.43	204.48	204.48	87.05	43%
	A14000 - Desk Note Book	30.00	235.44	748.50	748.50	513.06	69%
	A14500 - Bulletin Board	15.00	117.72	265.50	265.50	147.78	58%
	A1900B - Answering Machine	10.00	108.25	359.90	359.90	251.65	70%
	A1900L - Personal Digital Assistant	5.00	541.25	1 799.95	1 799.95	1 258.70	70%
1240 - The Court	tyard	363.00	3 440.95	9 602.35	9 602.35	6 161.40	64%
	A11030 - Fluorescent Desk Lamp	75.00	1 433.10	4 499.25	4 499.25	3 066.15	68%
	A11050 - 13W Mini Fluorescent Bulb	-2.00		-14.20	-14.20	-14.20	-100%
	A13100 - Halogen Desk Light	15.00	381.58	755.25	755.25	373.67	49%
				619.83	619.83	263.88	43%
	A13200 - 50W/12V Halogen Bulb	97.00	355.95	013.03	019.03	203.00	-0.00
		97.00	355.95	2 495.00	2 495.00	1 710.18	69%
	A13200 - 50W/12V Halogen Bulb						

Home > Getting Started Guide > Copying, Pasting and Renaming Reports

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 Accpac Intelligence* because all the Master reports are locked and you need to make a copy of these master reports. 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**, and 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; e.g. Sales Master
- **3**. Select **Copy** to copy that report to the Clipboard.



- 4. Now paste the copied report onto a folder.
- 5. Select a folder. You can choose the same folder that contains the original report or a different folder.
- 6. Right-click on the selected folder and select Paste.

7. Rename the newly copied report. By default, the report's name is Copy of <report name>.

Note – You can use the short-cut keys of Ctrl+C to copy the report, and Ctrl+V to paste instead of using the menus.



Right-click on the report and select **Rename** to give the report a different name. 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.

Home > Getting Started Guide > Creating and Linking a Report

Creating and Linking a Report

It is entirely possible to customize the look and layout of the *Sage Accpac Intelligence* Standard 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 Excel templates enables the user to create a template from an open 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.

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.

Sage Accpac Intelligence users must make a copy of a report in order to edit the standard reports.

To copy a report

- 1. Open the Sage Accpac Intelligence Report Manager.
- 2. Right-click the report you want to copy and select **Copy.**
- **3**. Right-click on the report folder in which you want to paste the copy and select **Paste**. The copy of the report is renamed as **Copy of** and the original report name.

To create and link the Report

- 1. Open the *Sage Accpac Intelligence* Report Manager.
- 2. Select and run the report you want to customize.



3. Make the changes to the report; ensure that Sheet1 (where *Sage Accpac Intelligence* puts the Raw Data) and Sheet2 (where *Sage Accpac Intelligence* puts the report parameters) are unchanged.

Sample Comp SALES MASTE For the period from	any Inc.					4	
Salesperson 1 Nan	ne (All)	1					
Customer Group	(AI)	-					
Category	(AI)	-					
Period	(AI)	-		/			
Location Name	(AI)	-					
Currency	(AI)	-		1/			
		Data					
CUSTOMER	🖬 ITEM CODE - ITEM NAME 🚽	QTY	Total Cost	Total Ext Amount	Total Discounts Sales Excl	GP	GP %
3 1200 - Mr. Ronald		153.00	2 281.78	7 008.80	7 008.80	4 727.02	
	A11030 - Fluorescent Desk Lamp	58.00	1 085.38	3 479.42	3 479.42	2 394.04	69%
	A13100 - Halogen Desk Light	3.00	76.31	151.05	151.05	74.74	
	A13200 - 50W/12V Halogen Bulb	32.00	117.43	204.48	204.48	87.05	43%
	A14000 - Desk Note Book	30.00	235.44	748.50	748.50	513.06	69%
	A14500 - Bulletin Board	15.00	117.72	265.50	265.50	147.78	56%
	A1900B - Answering Machine	10.00	108.25	359.90	359.90	251.65	
	A1900L - Personal Digital Assistant	5.00	541.25	1 799.95	1 799.95	1 258.70	70%
= 1240 - The Court	yard	363.00	3 440.95	9 602.35	9 602.35	6 161.40	64%
	A11030 - Fluorescent Desk Lamp	75.00	1 433.10	4 499.25	4 499.25	3 066.15	68%
	A11050 - 13W Mini Fluorescent Bulb	-2.00		-14.20	-14.20	-14.20	-100%
	A13100 - Halogen Desk Light	15.00	381.58	755.25	755.25	373.67	49%
	A13200 - 50W/12V Halogen Bulb	97.00	355.95	619.83	619.83	263.88	43%
	A14000 - Desk Note Book	100.00	784.82	2 495.00	2 495.00	1 710.18	69%
	Addate Deals Calendar Dad	78.00	485.50	1 247.22	1 247.22	761.72	61%
	A14010 - Desk Calendar Pad	10.00	400.00				

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. Select the workbook with the changes in the window that appears.
- 7. Click **OK**.



8. When prompted with the following message, click **Yes** to link the workbook. Clicking No will not link the workbook.



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

Specify Template Name		
Sales Details 2-0 (Demo).xlt		
	ОК	Cancel

10. Click **OK**.

Once the template has been successfully linked, a message is displayed.



Home > Getting Started Guide > Adding & Creating a New report

Adding & Creating a New report

To create a new report from existing containers, you must first create a new 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:

- Adding a folder
- Adding a report

To add a folder

- 1. Open the Sage Accpac Intelligence Report Manager.
- 2. Select Home.
- **3**. Right click and select **Add Folder**. The **Enter a Name for the Folder** window opens



- 4. Enter a name for your folder; e.g., Sales Test.
- 5. Click **OK**.

To add a report

- 1. Select the Folder where you want to add the report; e.g., Sales Test.
- 2. Right-click and select **Add Report**.
- **3**. Select the type of report to add when prompted. You will add a standard report

Please select the type of report to create	
Standard Report	
O Union Report	
OK Cancel	

4. Enter a new name for the report; e.g., Sales Report.



5. Click **OK** and the **Select Data Container** window opens.

Name	Description	Parent Connection	
Financial Reports 3-0 (AE-PVS)	Trial Balance	Sage Accpac (Auto C	
GL Account Group 3-0 (AE-PVS)	GL Account Group Table used	Sage Accpac Consoli	
GL Account Group 3-0 (AE-PVS)	GL Account Group Table used	Sage Accpac (Auto C	
GL Transactions 2-0	General Ledger Transactions	RKL Trading Demo	
GL Transactions 3-0 (AE-PVS)	Ledger Transactions	Sage Accpac (Auto C	
Inventory Analysis Container 3-0 (AE-P	Stock on Hand, gty on orders	Sage Accpac (Auto C	
Inventory Master 3-0 (AE-PVS)	Stock details per location	Sage Accpac (Auto C	
Management Pack 2-0	Chart of Accounts Details	RKL Trading Demo	
Purchase Master 3-0 (AE-PVS)	Purchase Invoices, Credit and	Sage Accpac (Auto C	
Sales Analysis Container 3-0 (AE-PVS)	Qty, Cost, SellPrice and GP gr	Sage Accpac (Auto C	
Sales Details 2.0	Sales Details	RKL Trading Demo	
SalesMaster 3-0 (AE-PVS)	Order Entry Invoices and Order	Sage Accpac (Auto C	
Stock ReOrders 2.0	Stock on Hand and Reording i	RKL Trading Demo	
III		•	
		OK Cancel	

6. Select the data container from which you want to source your data; e.g., Sales Details. The **Choose Column fields** window opens.

			*
Customer	Category CodeName		=
Customer			
CustSuppl			
Date			
Descriptio	n		
DocNo			
DocType			Ŧ

- 7. Select the columns you require in your report.
- 8. (Optional) Click **Select All** to select all of the Expressions.
- 9. Click **OK**. Your new report is now in your specified folder.

To Run the Report, in the object window select the report you have just created and click on the Run icon 🖻 on the *Report Manager* Toolbar.

Sage Accpac Intelligence will launch the report and your data will be rendered to Excel.

Home > Getting Started Guide > Defining Report Properties > Sage Accpac Intelligence Report Properties

Sage Accpac Intelligence Report Properties

The report type (Standard, Dataless, Sub query or Union) mainly determines which standard tabs are available on 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. To confirm any change select the **Apply** button on the top right of the properties window



Columns Tab

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

You are able to **Add**, **Remove** or change the order of the columns using the buttons on the top right of the window.

Report Manager			• 23
Deject	Properties Columns Filters Parameters Sort Fields Aggregate Filters		
Home	Name Aggregate Funct		6.1.1
Dashboard Reports	COMPANYNA		Add
Demonstration	► INVNO		
Financial Reports	► TRANSDATE		Remove
Inventory Reports	PERIOD		
Purchase Reports	► YEARAGE		Move Up
Sales Reports	▶ CUSTOMERNO		
Copy of Sales Master 2-1 (ME62)	CUSTOMERN	=	Move Dow
Sales Master 2-1 (ME62)	CUSTOMERG		IMOVE DOW
Sales Master JC 2-1 (MÉ62)	CUSTOMERG		
	CUSTORDER		
	▶ BRANCHCODE		
	BRANCHNAME		
	CURRCODE		
	CURRSYMBOL		
	► EXCHRATE		
	P REFNo1		
	P REFNo2		
	P REFNo3		
	▶ GLACCNO		
	▶ GLCODE		
	▶ GLACCNAME		
	▶ SUBCODE		
	SALES_ACCNO		
	▶ SALESNO		
	▶ SALESPERS		
	► STOCKCODE		
	STOCKCODE		
	STOCKGROU		
	STOCKGROU		
	P DESCRIPTION	-	
		_	10 Objects

Home > Getting Started Guide > Defining Report Properties > Adding Additional Columns

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.

	■ ¥ A B B			
Object	Properties C	Columns Filters Parameters So	ort Fields Aggregate Filters	
Home Demonstration	Name CostPrice	AggregateFuncti	Add	a
Management Pack D-2 RKL Analysis Dashboar RKL Dashboard 2-0 (De Sales Cube Report 2-0 (Sales Details 2-0 (Demo) Stock Re-Order Levels	Customer(Custo	Cate Cod Name ID n n n	E Nove	Up
	D RecordTu	ine	*	

Home > Getting Started Guide > Defining Report Properties > Moving and Deleting Columns

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, select the **Columns** tab
- 2. Select the desired column/s
- 3. Click Move Up or Move Down

	MAIAMO	
Object	Properties Columns Filters Parameters Sort Fields Aggregate Filters	
Home Dashboard Reports Demonstration Financial Reports Purchase Reports Sales Reports Copy of Sales Master 2-1 (ME62) Sales Master JC 2-1 (ME62) Sales Master JC 2-1 (ME62)	Name Aggregate Funct P COMPANYNA P INVNO TRANSDATE P PERIOD YEARAGE OUSTOMERNO CUSTOMERN CUSTOMERG CUSTOMERG CUSTOMERG CUSTOMERG CUSTOMERG CUSTOMERG CUSTOMERG CUSTOMERG P CUSTOMERG P CUSTOMERG CUSTOMERG P CURRSYMBOL P EXCHRATE P REFNo1 P REFNo2 P GLACCNO P GLACCNO P GLACCNAME P SUBCODE P SALES_ACCNO P SALESPERS P STOCKGPOU P STOCKGPOU P DESCRIPTION	Add Remove Move Up Move Down

OR

4. Select the desired column/s

5. Drag to the appropriate position.

Deleting Columns

- 1. From the **Properties** window, right click on the desired column.
- 2. Click Delete.



or

- 1. From the **Properties** window, Click on the desired column.
- 2. Click Remove.
Home > Getting Started Guide > Exporting Reports

Exporting Reports

Reports 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**

1. From the Object window, right click on the desired report and select **Export Report** or click on **Tools**, **Export Report**.



- 2. Select the Export folder when prompted.
- 3. Click Save.

You will get a message to confirm your Export Succeeded.



4. Click OK.

To import a Report into *Sage Accpac Intelligence* from an export file see <u>Importing a Report</u>.

Note: If you are running a Third Party Developer License of Sage Accpac Intelligence then it is possible for you to protect your export files. See Exporting Reports with Protection in the user's guide for more details.

Home > Getting Started Guide > Importing Reports

Importing Reports

Reports 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 <u>Export Report facility</u> can be imported into *Sage Accpac Intelligence*. Using this facility, Reports can be created in one *Sage Accpac Intelligence* system and distributed to other *Sage Accpac Intelligence* systems.

 Right-click on the Home object in the Object window and Select Import Report or click on Tools, Import Report.



- 2. Select the report to be imported (with the _al extension) and click **Open**
- 3. In the Import Report window, select the Target Connection (Connector)
- 4. Then select the Report Destination (the folder)

🗹 Import Report	
Report Name:	Sales Master 3-0 (AE-PVS)
Created By Company:	TRIAL
Report Container Source:	SalesMaster 3-0 (AE-PVS)
Creation Time:	2010/06/14 10:59:20 AM
Original Template Name:	Sales Master 3-0 (AE-PVS),xlt
Template File Size (bytes):	254464
Original Connection Name	Sage Accpac (Auto Connect)
Original Connection Type:	Pervasive ODBC Client Interface
Export Library Version:	4.6.0
Import Library Version:	6.8.209
Target Connection:	Sage Accpac (Auto Connect)
Target Connection Type:	
Report Destination:	Sales 💌
	jmport Cancel

5. Click Import



- 6. Click OK.
- 7. Double-click on the Sales Reports 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 <i>Sage Accpac Intelligence</i> System
Created By Company	The Company that created the Export File

Report Container Source	The Source Container for the Report in the Source <i>Sage Accpac Intelligence</i> 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 <i>Sag Accpac Intelligence</i> 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 <i>Sac Accpac Intelligence</i> 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 u to perform the import
Target Connection	The Connection that you have selected as the Sourc for the new report that will be created by the import
Target Connection Type	The Source Connection Type of the Connection tha you have selected as the Source for the new report t will be created by the import
Report Destination	The Report Manager Folder into which the new rep will be imported

Home > Getting Started Guide > Security Manager > Security Manager Access

Security Manager Access

Method

- 1. Open your Security Manager.
- 2. In the Security Manager window, it is highly recommended that the **Security On** checkbox be enabled. Click the button to enable it.

Eile	1		
General Security On Password Set Roles	Users Reports	Search	Enter Search Ten
	Select Al Change Passo		
	Alchemex Security Manager Loaded	1.	

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

Eile	1		
General V Security On Password Set Roles	Users Reports	Search	Enter Search Tem
	Select Al Change Passwor	<u>d</u>	
? Add Delete			

4. Confirm your password. This password will be required in future to gain access to the security manager.

Confirm Password:	
	OK Cancel

5. Click **Ok**. A confirmation box will appear.



6. Click **Ok**.

7. Proceed to <u>Add Roles</u>

Home > Getting Started Guide > Security Manager > Adding Roles

Adding Roles

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

ile			
Roles	Users Reports	Search	Enter Search Tem
	Unselect Al <u>Change Passw</u> Alchemex Security Manager Loaded		
? Add Delete			

2. Enter a Name for the Role

nter Role Name:		
	OK	Cancel

- **3**. Your role will now be added. Repeat steps 1-4 for each additional role you would like to add.
- 4. Select the users that should belong to each role.

ile			
General V Security On Password Set Roles	Users Reports	Search	Enter Search Tem
Sales			
	Unselect Al Change Passwor	Ð	
	Alchemex Security Manager Loaded. Role Sales Added. User USER1 Added to Sales		

- **5**. Passwords for users are by default, blank. For each user, click **Change Password** to set the password.
- 6. Proceed to <u>Add Reports to Roles</u>.

Home > Getting Started Guide > Security Manager > Adding Reports to Roles

Adding Reports to Roles

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

le			
General	Users Reports	Search	Enter Search Tem
Security On Security On Set Roles Sales Stock Control	 [4] RKL Analysis Dashboard 2-0 ([5] Dashboard Financials Acc Sut [6] Dashboard Financials Gp Sub [7] Dashboard Sales Details 2-0 (([8] RKL Dashboard 2-0 (Demo) [9] Sales Details for Dashboard (De [10] Financials for dashboard (De [11] Sales Details 2-0 (Demo) [12] Sack Re-Order Levels 2-0 (C [13] Top Customers by Product 2- [14] Top Products by Customer 2- [15] Dril Ledger Details 2-0 [16] Financial Reports 2-0 [17] Financial Reports 2-0 [17] Financial Tend Analysis 2-0 	[2] Trial Balance Sub 2-0 (Demo) [20] Purchase Order Master 2-0 [3] GL Transactions Sub 2-0 (Demo) [21] Invertory Master 2-0 [4] RKL Analysis Dashboard 2-0 (Demo) [22] Sales Cube Report 2-0 [5] Dashboard Financials Acc Sub 2-0 (Demo) [23] Dashboard Analysis 2-0 [6] Dashboard Financials Acc Sub 2-0 (Demo) [24] Dashboard Financials Acc Sub 7-0 [7] Dashboard Financials Grp Sub 2-0 (Demo) [25] Dashboard Financials Grp Sub 7-0 [8] RKL Dashboard 2-0 (Demo) [26] Dashboard Sales Sub 2-0 [9] Sales Details for Dashboard (Demo) [27] Top Customers by Product 2-0 [10] Innancials for dashboard (Demo) [29] Sales Master 2-0 [11] Sales Details 2-0 (Demo) [29] Sales Master 2-0 [12] Stock Re-Order Levels 2-0 (Demo) [30] Financial Reports Designer 2-0 [13] Top Products by Product 2-0 (Demo) [31] Consol. Financial Reports 2-0 [14] Top Products by Customer 2-0 (Demo) [32] Consol. Financial Reports 2-0 [14] Top Products Details 2-0 [32] Consol. Financial Reports Designer 2-0 [16] Financial Reports 2-0 [32] Consol. Financial Reports Designer 2-0	
	Select All One Click Select	Sort by Id Name	Ascending 🔘 Descending
	One Click Select Alchemex Security Manager Loaded. Role Sales Added. Role Finance Added. Role Stock Control Added. User USER1 Added to Sales		
? Add Delet			

- 2. For each role, select the role in the left pane, and select the reports in the right pane which that role must have access to.
- Note that Union/sub reports are automatically added when the main report is added.

Eile			
General	Users Reports	Search	Enter Search Tem
Roles Set Set Roles Set Set Roles Stock Control	✓ [1] Management Pack D-2-0 (Demo) ✓ [2] Trial Balance Sub 2-0 (Demo) ✓ [3] GL Transactions Sub 2-0 (Demo) ✓ [4] RKL Analysis Dashboard 2-0 (Demo) ✓ [5] Dashboard Financials Acc Sub 2-0 (Demo) ✓ [5] Dashboard Sales Details 2-0 (Demo) ✓ [7] Dashboard Sales Details 2-0 (Demo) ✓ [7] Dashboard 2-0 (Demo) ✓ [7] Dashboard 2-0 (Demo) ✓ [9] Sales Details 2-0 (Demo) ✓ [10] Financials for Dashboard (Demo) ✓ [10] Financials for Dashboard (Demo) ✓ [10] Financials 2-0 (Demo) ✓ [11] Sales Details 2-0 (Demo) ✓ [12] Sock Re-Order Levels 2-0 (Demo) [13] Top Customers by Product 2-0 (Demo) [14] Top Products by Customer 2-0 (Demo) [15] Dril Ledger Details 2-0 ✓ [16] Financial Repotts 2-0 ✓ [17] Financial Trend Analysis 2-0 ✓ [18] General Ledger Transaction Details 2-0	 [24] Dashboard Financials / [25] Dashboard Financials ([26] Dashboard Sales Sub- [27] Top Customers by Proc [28] Top Products by Custo [29] Sales Master 2-0 [30] Financial Reports Desi [31] Consol, Financial Repo [32] Consol, Financial Repo 	r 2-0 0 0 Acc Sub 2-0 Grp Sub 2-0 2-0 duct 2-0 smer 2-0 gner 2-0 orts 2-0
	Select All One Click Select	Sort by Id O Name	Ascending 🔘 Descending
? <u>A</u> dd <u>D</u> ele	Report [2] Trial Balance Sub 2-0 (Demo) Added tr Report [3] GL Transactions Sub 2-0 (Demo) Added tr Report [3] GL Transactions Sub 2-0 (Demo) Adde Report [2] Trial Balance Sub 2-0 (Demo) Adde Report [5] Dashboard Financials Gro Sub 2-0 (De Report [6] Dashboard Sales Details 2-0 (Demo) A Report [7] Dashboard Sales Details 2-0 (Demo) A Report [4] RKL Analysis Dashboard 2-0 (Demo) A Report [16] Financials Reports 2-0 Adde Report [16] Financial Reports 2-0 Adde Report [16] Financial Reports 2-0 Adde	ed to Finance ed to Finance of form Finance smo) Added to Finance dded to Finance dded to Finance o Finance ed to Finance d to Finance	

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

Home > Getting Started Guide > Creating a Simple Pivot Table in Excel > Reasons for Organizing Data into a Pivot Table

Reasons for Organizing Data into a Pivot Table

Four key reasons for organizing data into a Pivot Table are:

- To **summarize** the data contained in a lengthy list into a compact format
- To find **relationships** within the data that are otherwise hard to see because of the amount of detail
- To **organise** the data into a format that's easy to chart
- **View** the **same** data in many **different** ways quickly and easily

Pivot Table reports use functions, allowing you to total, average and count data. These functions also provide subtotals and grand totals automatically, where you choose to show them.

Original Worksheet

	A	В	С	D	E	F	G	Н
1	Branch	SalesPerson	CategoryName	ProductName	Date	Quantity	UnitPrice	ProductSales
2	East Coast	Anderson, P	Confections	Maxilaku	01/01/2006	30	16.00	480.00
3	East Coast	Johnson, A	Grains/Cereals	Gnocchi di nonna Alice	01/01/2006	70	30.40	2128.00
4	East Coast	Peters. K	Grains/Cereals	Tunnbröd	02/01/2006	60	7.20	432.00
5	East Coast	Bonders. P	Confections	Pavlova	03/01/2006	21	13.90	291.90
6	East Coast	Newson, L	Grains/Cereals	Singaporean Hokkien Fried Mee	03/01/2006	40	11.20	448.00
7	East Coast	Lavin. T	Seafood	Boston Crab Meat	07/01/2006	2	14.70	29.40
8	East Coast	Perks. M	Seafood	Inlagd Sill	07/01/2006	5	15.20	76.00
9	East Coast	Anderson, P	Beverages	Chai	07/01/2006	10	14.40	144.00
10	East Coast	Johnson, A	Dairy Products	Gudbrandsdalsost	07/01/2006	15	28.80	432.00
11	East Coast	Peters, K	Dairy Products	Queso Cabrales	07/01/2006	30	16.80	504.00
12	East Coast	Bonders. P	Beverages	Chai	14/01/2006	24	14.40	345.60
13	East Coast	Newson, L	Confections	Teatime Chocolate Biscuits	16/01/2006	20	7.30	146.00

Pivot Table

Branch	East Coast 🛛 🖓								
Sum of ProductSales Row Labels	Column Labels 💌 Dairy Products	Beverages	Grains/Cereals	Condiments	Meat/Poultry	Confections	Produce	Seafood	Grand Total
Anderson. P	2211.8	2816	1292.6	6953.5	163.9	5326.2	978	1218.55	20960.55
Bonders. P	3782.5	1859.6	1769.6	757.8	4037	1268.7	1360	3958.4	18793.6
Johnson, A	1888.4	4130.65	7345	1146	2219.4	1351	1784	408	20272.45
Lavin. T	3815.8	1918	1472	1958.5	1862.1	2393.65	1050	2331.4	16801.45
Newson, L	7053.5	4891.5	2440	1380	6917	5158.5	795	1837.78	30473.28
Perks. M	6922.6	11288.5	2492.8	3506.5	861.8	705.75	2931	6487.6	35196.55
Peters. K	3966.5	2104	953.5	994.1	820	4545.7	1410	4687.9	19481.7
Grand Total	29641.1	29008.25	17765.5	16696.4	16881.2	20749.5	10308	20929.63	161979.58

Pivot Chart



Home > Getting Started Guide > Creating a Simple Pivot Table in Excel > Pivot Tables Excel 2007 > Pivot Table Concept and Layout 2007

Pivot Table Concept and Layout

Excel 2007 Concept and Layout

An important point to remember when working with Pivot Tables is that you are working within a layout slightly different to a normal Microsoft Excel worksheet. A Pivot Table has its own Ribbon and that alone provides functionality specific to the Pivot Table and not to a normal Microsoft Excel cell on the worksheet.

Although one can format a cell using the format tools on the Home tab of the Ribbon, a Pivot Table provides its own format cells option on its Ribbon as it is treated as a separate entity.

A Pivot Table has its own layout and is split up into 4 sections.

Drag fields between areas below:						
Column Lab						
Σ Values						

Each of the above sections is used to show fields from the Pivot Table source data, each section having its own purpose.

	This section assists in providing a third dimension to your data. It can also provide a more summarised/filtered view of the rest of the fields displayed in the other sections. When placing a field in this section it therefore reduces
Report Filter	the number of items within a Pivot Table and in some instances prevents the Pivot Tables number of items limitation from being reached.

	If you include a page field in your Pivot Table you can choose to display the Pivot Table pages on separate worksheets . Select the show pages button on the drop down menu of the Pivot Table toolbar button. Microsoft Excel will automatically replicate each page's data on a separate worksheet.	
Column	One would place fields in this section when wanting to group the data by a specific field e.g. by customer.	
Labels	Your customers will appear in the columns going across .	
Row	One would place fields in this section when wanting to group the data by a specific field. E.g. by Customer.	
Labels	Your customers will appear in the rows going down .	
Values	 One would normally place fields in this section where their values are numbers such as a qty or amount field e.g. Customer Sales. Calculations such as sum, average, min, max etc can be used on such fields. This section has to contain at least one field. 	

Home > Getting Started Guide > Creating a Simple Pivot Table in Excel > Pivot Tables Excel 2007 > Create a Pivot Table Report

Create a Pivot Table Report

To create a Pivot Table you need to identify these two elements in your data:

- Have a list in Microsoft Excel with data fields (headings) and rows of related data
- Identify which fields are going to go where in your design

Method

- 1. Select any cell in the data list
- 2. From the **Insert** tab, in the Tables group, select **Pivot Table**



3. Make sure that **Select a table or range** is selected

Create PivotTable	2 ×			
Choose the data that you	want to analyze			
Select a table or ra	nge			
Table/Range:	Sheet1!\$A\$1:\$F\$15			
O Use an external dat	a source			
Choose Connection				
Connection nan	ne:			
Choose where you want	the PivotTable report to be placed			
New Worksheet				
Existing Worksheet				
Location: She	eet1!\$B\$7			
	OK Cancel			

- 4. Make sure your data is listed in the **Table/Range** box
- Select where you want the Pivot Table to go, either in an Existing Worksheet or New Worksheet
- 6. Select **OK**
- 7. A blank Pivot Table will now be displayed.



- 8. In the **Field List** either select the fields you want in the **Row Labels** or drag them into the **Row Labels** area on the **Field List** box
- 9. Repeat for **Report Filter**, **Columns Labels** and **Values**.

Home > Getting Started Guide > Creating a Simple Pivot Table in Excel > Pivot Tables Excel 2007 > Pivot Table Field List > Pivot Table Field List

Pivot Table Field List

The Pivot Table Field List contains the fields available for your Pivot Table, based on the fields in the data range that the Pivot Table is based on. In addition there are areas where you can add Report Filter (Page Area fields), sections that list the row and column fields and a section for the Data Area fields.



Turn the Field List On/Off

The **Pivot Table Field List** is only visible while you are within the Pivot

Table. If you are within the Pivot Table and it is still not visible, right click and select **Show Field List**. You can also turn the field list on and off from the Ribbon.

Method

- 1. Select any cell in the Pivot Table
- 2. From the **Options** tab, in the **Show/Hide** group, select **Field List**

OR

- 1. Select any cell in the Pivot Table
- 2. Right click and select **Show Field List**

Home > Getting Started Guide > Creating a Simple Pivot Table in Excel > Pivot Tables Excel 2007 > Pivot Table Field List > Remove, add and move fields

Remove, add and move fields

When selecting a field from the data area to move or remove, you need to select the field by placing the mouse pointer on the border of the field and clicking when the pointer changes to the normal arrow pointer.

Fields that appear in the Pivot Table will have a tick in their check box on the Field List. De-selecting this check box will remove the field from the Pivot Table.

Remove a Field

Method

1. From the **Field List** select the check box next to the field you wish to remove



OR

- 1. From the **Field List**, select the drop down arrow next to the field
- 2. Select **Remove Field**

Add a Field

Method

1. Select the check box next to the field in the Field List

1. Select the Field in the **Field List** and drag it to the desired area e.g. Report Filter



Move Fields within the Table Method

1. From the Field List, drag the field to the desired area

OR

- 1. From the Field List, select the drop down arrow next to the field
- 2. Select Move Up, Move down etc.

OR



Home > Getting Started Guide > Creating a Simple Pivot Table in Excel > Pivot Tables Excel 2003 > Pivot Table Concept and Layout 2003

Pivot Table Concept and Layout 2003

Excel 2003 Concept and Layout

An important point to remember when working with Pivot Tables is that you are working within a layout slightly different to a normal Excel worksheet. A Pivot Table has its own toolbar and that alone provides functionality specific to the Pivot Table and not to a normal Excel cell on the worksheet.

Although one can format a cell using the format menu, a Pivot Table provides its own format cells option on its toolbar as it is treated as a separate entity.

A Pivot Table has its own layout and is split up into 4 sections. With reference to the diagrams below you can see the layouts in two different ways. The one on the left being the layout which is visible on the Excel worksheet, the one on the right being the same layout but with its appearance when working within the Pivot Table Wizard.

Layout as per a Pivot Table displayed on a worksheet wizard Layout as per the

Pivot Table


Each of the above sections are used to show fields from the Pivot Table source data, each section having its own purpose.

The Row Area	One would place fields in this section when wanting to group the data by a specific field. E.g. by Customer. Your customers will appear in the rows going down.	
The Data Area	One would normally place fields in this section where their values are numbers such as a amount field e.g. Customer Sales. Calculations such as sum, average, min, max etc can be used on such fields. This section ha to contain at least one field.	
The Column Area	One would place fields in this section when wanting to group the data by a specific field e.g. by customer. Your customers will appear in the columns going across	
The Page Area	This section assists in providing a third dimension to your data. It can also provide a more summarized/filtered view of the rest of the fields displayed in the other sections. When placing a field in this section it therefore reduces the number of items within a Pivot Table and in some instances prevents the Pivot Tables number of items limitation from being reached.	

Home > Getting Started Guide > Creating a Simple Pivot Table in Excel > Pivot Tables Excel 2003 > Create a Pivot Table Report

Create a Pivot Table Report

To create a Pivot Table you need to identify these two elements in your data:

- Have a list in Excel with data fields (headings) and rows of related data
- Identify which fields are going to go where in your design

Method

- **1**. Select any cell in the data list
- 2. On the Menu bar select **Data**
- 3. Select Pivot Table and Pivot Chart Wizard.
- 4. Make sure that Microsoft Excel list or database is selected as the data to analyze
- 5. Make sure the kind of report is selected as **Pivot Table**.

PivotTable and PivotChart W	/izard - Step	1 of 3		? ×
	 Microse Externa Multiple 	lata that you want t oft Office Excel list al data source e <u>c</u> onsolidation rand r PivotTable report	or database	't
	Pivot <u>T</u> a	eport do you want f able na <u>r</u> t report (with Piv		
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- 6. Select Next
- 7. Select the collapse icon in the range box

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- 8. Select the data range on the worksheet that contains the source data
- **9**. The selected range will appear in the range box

PivotTabl	e and PivotChe	art Wizard - Ste	p 2 of 3	? ×
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- 10. Select the collapse icon again to return to your active worksheet .
- 11. Select Next
- 12. On the next screen, select where you want to place the Pivot Table, select **New Worksheet**
- **13**. Choose another cell if you do not want the current cell as the position on the worksheet

PivotTable and PivotCh	art Wizard - Step	o 3 of 3			? ×
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14. Select Layout

The Pivot Table and Pivot Chart Wizard – layout window appears

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- **15**. The column headings from the source data will now appear as fields on the right
- **16**. Drag the fields to the relevant positions on the layout

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		Help OK	Cancel

17. Select OK

18. Select **Options**

- **19**. Select your required options
- 20. Select **OK**
- 21. Select Finish

The Pivot Table will be now be displayed

Home > Getting Started Guide > Creating a Simple Pivot Table in Excel > Pivot Tables Excel 2003 > Remove, Add and Move fields

Remove, Add and Move fields

When selecting a field from the data area to move or remove, you need to select the field by placing the mouse pointer on the border of the field and clicking when the pointer changes to the normal arrow pointer.

Remove a Field

Method

1. Select a Field and drag it outside of the Pivot Table area and drop it

OR

- 1. Right click on a Field
- 2. Select Hide

Add a Field

Method

- 1. Select a Field from the Field List
- 2. Drag it into the Pivot Table area and drop it in the appropriate position

OR

- 1. On the Pivot Table toolbar select **Pivot Table**
- 2. **Pivot Table Wizard**, select the **Layout** button
- **3**. Drag the fields to the appropriate position

OR

- **1**. Select the Field in the Field List
- 2. From the drop down, select the Area you would like to add it to

Home > Tutorials > Welcome to the Sage Accpac Intelligence Software Tutorials

Welcome to the *Sage Accpac Intelligence* Software Tutorials

Tutorial Overview

The object of these tutorials is to provide you with an interactive tour of the *Sage Accpac Intelligence* software. To accomplish this you need an overall understanding of the Source *Sage Accpac Intelligence* System software package. The *Sage Accpac Intelligence* software package is made up of two modules:

• The Connector

The main purpose of the Connector is to create and maintain links to your data sources, for example, an Access database or any other ODBC compliant database.

• The Report Manager

The main purpose of the Report Manager is to create and maintain *Sage Accpac Intelligence* reports linked to Excel.

The following tutorials will take you through these processes in detail. Use the next --> link below to start the first tutorial.

<u>Next</u> -->

Home > Tutorials > The Report Creation Overview

Report Process Overview

How are reports created in Sage Accpac Intelligence?

The process of creating a report requires that you use the *Sage Accpac Intelligence* Connector to create a connection to a data source. The *Sage Accpac Intelligence* Report Manager is then used to create the report and link it to an Excel template. The following figure summarizes the entire process of creating a report using the Connector and the Report Manager module:



Report Creation Summary

The tutorials following will take you through these processes in detail.

Home > Tutorials > Connector Tutorial > Welcome to the Sage Accpac Intelligence Connector Tutorial

Welcome to the Sage Accpac Intelligence Connector Tutorial

Tutorial Overview

This tutorial is designed to take you on an interactive tour of the Connector . During this tour you will interact with and be exposed to all the important functionality of our product. The tutorial uses the *Sage Accpac Intelligence* sample database for the interactive exercises.

How do I use the tutorial?

This tutorial is divided into a number of interactive exercises. As you complete one exercise use the **next -->** link at the bottom of the page to advance to the next exercise. The sessions are linked together and therefore must be done in order.

The tutorials are designed to be used in conjunction with the help system. The purpose of completing the exercises using the help system is to ensure that you will be able to use the help system effectively when using the software.

To move between the tutorial, help file and the *Sage Accpac Intelligence* software, use the keystroke **Alt+Tab**.

What do I need before I start?

You will need the following in order to run the tutorial successfully:

- An installed and licensed version of Sage Accpac Intelligence .
- Correctly installed version of Microsoft Excel 2003, 2007 or 2010.
- Operating System : Windows XP SP3, Windows Vista, Windows 7, Windows Server 2003, Windows Server 2008, Windows Terminal Server

What skills do I need to be able to do the tutorial?

Although you are able to complete the tutorial with only the most basic computer skills, you will benefit most if you have the following skills:

- Intermediate Windows navigation skills. You should be familiar with using all the mouse functionality.
- Familiar with database design methodology and database terminology.

<u>Next</u>-->

Home > Tutorials > Connector Tutorial > Getting Started

Getting Started

To effectively complete the exercises you need a good grasp of the *Sage Accpac Intelligence* interface and how to perform tasks in the software.

About the layout of the interface

The layout of the interface is uncomplicated. The software layout is divided into two main areas:

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File Action Tools	<u>W</u> indow <u>H</u> elp	- 8 ×
	7 - 3 8	
Object 1	Properties 2	
🦓 Sage Accpac	MetaDiata Repository Location [C:\Sage\Sage Accpac\8XDATA\PVS\ Auto Connect Server	Apply
	Auto Connect Catalog SAMINC	
	Auto Connect User	
	Active Accepac Company SAMINC	
		1 Objects

- 1. **Object Window:** You are able to select objects using your mouse from the object window in order to either view the objects properties or perform a task with the object. For example, you are able to select an object in the object window and rename the object just as you would rename a file in Windows Explorer.
- 2. **Property Window:** You are able to view and update the properties of a selected object using the property window. For example, you are able to add your own custom description of the object in object's property window.

About ways of performing tasks in Sage Accpac Intelligence

There are three methods of performing tasks in Sage Accpac Intelligence

- 1. Menu bar: Use your mouse to select a task from the menu bar.
- 2. Toolbar: Use your mouse to select a task from the toolbar.

SAMINC	- [B/X Connector]			
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	Maria	1	mpany	
				▼ 1 Objects

3. **Short-cut menu:** By right-clicking an object in the object window, you are able to display a short-cut menu of tasks that can be performed on the selected object. This menu is useful for completing tasks quickly.



Working with Objects

To view an object's associated elements, double-click on the object. This action is called **drilling-down**. To hide an object's associated elements, double-click an open object. This action is called **drilling-up**.

<u>Next</u>-->

Home > Tutorials > Connector Tutorial > Using the Help System

Using the Help System

In order to complete the task you need to open the *Sage Accpac Intelligence* help system. Follow the steps below to open the help system.

Opening the help system

- 1. Open the Sage Accpac Intelligence Connector .
- 2. On the **Help** menu, click **Help**. The Sage Accpac Intelligence help system is displayed. (Shortcut = F1)

Locating a specific help topic

To locate a specific help topic, do one of the following:

- Use the Contents window: Navigate to the relevant topic using the Contents window.
- Use the Search window: Enter a search criterion in the Search window and click the List Topics button. Double click on a displayed topic in the Selected topic window.

<u>Next</u>-->

Home > Tutorials > Connector Tutorial > The Data Connection Process > The Data Connection Process

The Data Connection Process

The main purpose of the Connector is to create and maintain data connections. Creating a data connection is a three part process:

1. Connect to a data source • Name Connection • Location • User ID
*
2. Add a Container
Select Container Type
Select Tables
Name Container
Check/Sample
Container
•
3. Add an Expression • Select Fields

The following exercises take you through these processes.

<u>Next</u>-->

Home > Tutorials > Connector Tutorial > Connecting to a Data Source > Connecting to a Data Source

Connecting to a Data Source

1. Connecting to a data source Container 3. Add an Expression

Overview

You have been requested to create a report based on the Document Header table from your company database. Your first task is to create a connection to the database. Complete the following exercises to achieve this objective.

Exercise 1: Connecting to a Data Source

Connect to the data source using the details listed below. Use the help topic **Add a Data Connection** to assist you with this task. We run an Access database with the following details:

- Data Connection Type: ODBC Driver for Access
- Data Connection Name: RKL Trading Demo
- Database Location: The position of the server folder depends on where the *Sage Accpac Intelligence* software was installed. Ask your network administrator for the exact location.
- Database name: **RKL Trading.mdb**
- User Name and Password: (blank)

Step-by-Step Solution:

Create the data connection by doing the following:

- 1. Open the Connector .
- 2. Double-click on the Enterprise icon in the **Object** window. All connection types are displayed.
- 3. Right-click on the **ODBC Driver for Access** and select the **Add Connection** from the displayed shortcut menu.
- 4. Use the details provided in the exercise to enter the **Connection Name** in the **Connection Name** field.
- 5. Use the **Browse** button on the right of the **Access Database** field to navigate to the database's location.
- 6. Select the **RKL Trading.mdb** database and click **Open**. The **Select Access database** dialog box is closed.
- Click Add in the Connection Info dialog box. The dialog box closes and the data connection is displayed below the ODBC Driver for Access connection type.

Exercise 2: Check the Connection to a Data Source

Check the connection is connected correctly to the data source. Use the help topic **Check/Test** to guide you with this task.

Step-by-Step Solution:

Check the connection by doing the following:

- 1. Right-click on the connection: **Exercises**.
- 2. Select **Check/Test.** The Check/Test success dialog box is displayed as shown in the figure below:



<u>Next</u>-->
Home > Tutorials > Connector Tutorial > Connecting to a Data Source > Using an Excel Workbook as a Data Source

Using an Excel Workbook as a Data Source

In order to use an existing Excel Workbook as a data source for a report, the data needs to be organised into named ranges.

1. To do this, open the workbook in Excel. The data should be stored with accurate headings so that when expressions are added, the data remains meaningful. Select the data required for report writing purposes by highlighting.

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9	141	8604651	Durban		BRON01-B	RONNIES CC		BRONN	VIES CC	
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- 2. Go to Formulas Tab.
- 3. Click **Define Name**.

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	ОК	Cancel

- 4. Add a suitable Name and click **OK**.
- 5. This range will now be available for selection when you add new data containers within the Connector module.
- 6. A new connection type has been added to the Connector for connecting to Excel workbooks as source data via an ODBC connection. To add a new data connection to an Excel workbook you will need to ensure that you have a selected the applicable data in Excel and have named the range prior to adding the connection within the Connector . <u>Adding a named range to an Excel workbook</u>.



7. Click on the **Add** Icon 🖻 which will display the **Connection Info** window.

System:	
ODBC Driver for Excel	∆dd
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Server: (N/A)	
Excel Workbook	
C:\Users\Documents\My First Report1:	
Jser Id:	
2assword:	
Use Auto Connection System	

- 8. Name the connection and specify the Excel workbook that you will be accessing.
- 9. If the workbook has been protected you will need to add the relevant user id and correct password. Click **Add**.
- 10. Test the connection by clicking the **Check/Test** button, $[\carrow]$, or by right clicking the mouse and selecting **Check/Test**.

Home > Tutorials > Connector Tutorial > Connecting to a Data Source > Editing Data Connection Properties

Editing Data Connection Properties

1. Connecting to a data source 2. Add a Container Expression

Overview

Once you have created a data connection, you are able to view the data connection's details in the **Property** window. (The property window displays the properties of any selected object).

You are also able to edit your connection properties in the property window, by doing any of the following:

- Change the connection properties
- Rename a connection
- Delete a connection
- Move a connection

Complete the following editing exercises:

Exercise 1: Renaming a Connection

To make it easy for our report writers to recognize the data connection, rename the connection to: *Sage Accpac Intelligence* Tutorial

Step by Step Solution:

- 1. Select the Data connection.
- 2. Edit the connection name in the **Connection Name** property field and click **Apply**.

Exercise 2: Move a Connection

- Move the Connection: Sage Accpac Intelligence Tutorial from the ODBC driver for Access connection type to the ODBC Driver for dBase connection type.
- Check the connection. An error message is displayed as the connection is located in the wrong ODBC driver.
- Move it back to its original ODBC driver location.

Step-by-Step Solution:

- 1. Select the Data connection: Sage Accpac Intelligence Tutorial.
- 2. Right-click and select **Move to**.
- 3. Select the connection type: **ODBC Driver for Dbase** from the displayed list and click **OK**.
- 4. Click **OK**. The data connection is moved to the **ODBC Driver for Dbase** connection type.
- 5. Double-click on the **ODBC Driver for Dbase** to view the moved data connection.
- 6. Right-click on the connection and select **Check/Test**. An error message is displayed.
- 7. Select the Data connection: Sage Accpac Intelligence Tutorial.
- 8. Right-click and select **move to**.
- 9. Select the connection type: **ODBC Driver for Access** from the displayed list and click **OK**.

Home > Tutorials > Connector Tutorial > Add a Data Container > Add a Data Container

Add a Data Container



Overview

In order to gain access to all the information in the **DocumentHeader**, we need access to the **DocumentHeader** table. The following exercises take you through this process.

What is a data container?

A data container is a published Table, View or Dataset (based on a join) that can be used as the source of data for a report.

What type of data containers are there?

• Database Table

A single database table

- **SQL Join** A join between two or more tables using SQL syntax
- View or Query A view or query that exists in the database

• Graphical Join

A join between two or more tables using a graphical join tool

Exercise 1: Add a data container using a single table as the source

- Create a data container that adds the **DocumentHeader** table to the **Sage Accpac Intelligence Tutorial** connection.
- Sample this data container to ensure that it is returning the correct data.

Use the help topics: **Add Data Containers** and **Sample Data** to assist you with this task.

Step by Step Solution:

- 1. Right-click on the data connection *Sage Accpac Intelligence* **Tutorial**.
- 2. Select Add data Containers.
- 3. Select **Table** and click **OK**.
- 4. Check **DocumentHeader** and click **OK**. The **DocumentHeader** container is displayed under the data connection link.
- Right-click on the **DocumentHeader** container and select **Sample Data**. The sampled data from the **DocumentHeader** table is displayed in a property window.

Tip: To view all data in the window, use the scrollbars to navigate.

6. Click the **Close** button in the **Sample** window. The **Sample Data** window is closed.

Home > Tutorials > Connector Tutorial > Add a Data Container > Add a Graphical Join Data Container

Add a Graphical Join Data Container

1. Connecting to a data source 2. Add a Container Expression

Overview

From the sample data viewed in the previous exercise, you will notice that the **DocumentHeader** table is unable to display the Customer name, only the Custsupp ID. We need the customer name for the Excel report. This exercise takes you through the process of creating a container that joins two tables together. This enables you to access all the data in both tables. We will use the Graphical Join tool to do this. Use the help topics: **Joining Tables** to assist you with this task.

Exercise 1: Add a data container using the graphical join tool

- Create a new graphical join data container named **Customer Documents** using the following details:
 - Data Connection: Sage Accpac Intelligence Tutorial
 - Container Name: Customer Documents
 - **Tables:** DocumentHeader and Customers
 - Join Key: CustSuppID(DocumentHeader)and the ID (Customers)
 - Join Type: Inner Join
- Check this data container is returning data by sampling the data.

Step by Step Solution:

- 1. Right-click on the *Sage Accpac Intelligence* Tutorial Connection and select Add data containers. The Select the Container Type dialog box is displayed.
- 2. Select the **Graphical Join** option then click **OK**.
- 3. Enter **Customer Documents** as the name of the container and click **OK**.
- 4. Select the **Customer Documents** container.
- 5. In the property window click the **Graphical Join** button.
- 6. From the **Choose Tables** dialog box select the **DocumentHeader and Customers** tables and click **OK**. The tables appear in the in the **Graphical Join Tool** window.
- 7. Drag the **CustSuppID** field from the **DocumentHeader** table to **Customer** table and drop it on the **ID** field. A graphical join line appears as shown in the figure below.

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Balance1		я	DocNo CustSuppID	_	
Balance2	-		Date		
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8. Click the **Apply** button. The **Graphical Join Tool** window closes and the SQL syntax appears in the **Join SQL** field.

Home > Tutorials > Connector Tutorial > Add a Data Expression > Add Data Expressions to a Data Container

Add Data Expressions to a Data Container

1. Connecting to a data source 2. Add a Container Expression

Overview

Adding data expressions to the data container is the final step in completing the creation of a data connection. For our report we need access to all the fields in the one table and only one in the other.

What is a data expression?

A data expression is the selection from a data container. A data expression can be a:

• Data Field

A single database field. For example, a field containing customer details such as surname or initials.

• SQL Expression

Returns data from a field or combination of fields based on a SQL Expression.

• Excel Formula

Returns data based on an Excel Function or formula.

Exercise One: Add data expressions to a container

Add all the fields available in the **DocumentHeader** table and only the **customer** name from the **Customers table**. Sample the data to ensure that the expressions are returning a result.

Use the help topics: **Add Data Expression** and **Sample Data** to assist you with this task.

Step-by-Step Solution

- 1. Right-click on the data container **Customer Documents**.
- 2. Select **Add Expressions**. The **Choose Publish Fields** dialog box is displayed.
- 3. Check all the expressions from the **DocumentHeader** and the **Name** expression from the **Customer** Table.
- 4. Click **OK**. The data expressions are displayed below the data container.

Home > Tutorials > Connector Tutorial > Add a Data Expression > Editing Data Expression Properties

Editing Data Expression Properties

1. Connecting to a data source 2. Add a Container Expression

Overview

Like other elements in the object window, once a data expression is selected it's properties are displayed on the right of the screen. Read through the help topic: **Data Expressions** to familiarize yourself with the nature of each data expression property.

You are also able to update and maintain your Data Expressions by doing the following:

- Rename an Expression
- Copy an Expression
- Delete an Expression

Exercise 1: Rename a data expression

Field names in databases are often difficult to interpret. Using userfriendly names enables you to understand the field's contents more easily. For example we are unable to tell from the expression **Name** whether the expression refers to a customer name or salesman name. Changing the expression: **Name** to Customer Name makes the expression less ambiguous.

Rename the following data expressions:

- Current Name to New Name
- Name to Customer Name
- TotalTax to TotalVAT
- CustSuppID to Customer Code

Step-by-Step Solution

- 1. Right-click on the data expression to be renamed.
- 2. Select **Rename**. The **Rename** dialog box is displayed.
- 3. Enter the new name and click **OK**. The new name is displayed.

Exercise 2: Copying and renaming data expressions

You are only able to create special expressions, for example, formulas and SQL expressions from a copy of existing data expressions. An existing expression is copied and changed to a special expression.

- Copy the **TotalVAT** expression and paste it into the same data container
- Rename the new expression **TotalVAT2**

Step-by-Step Solution

- 1. Right-click the expression **TotalVAT** and select **Copy**.
- 2. Right-click on the data container: **Customer Documents** and select **Paste**. The copy of the expression is pasted below the container.
- 3. Right-click the expression and select **Rename**.
- 4. Enter the new name: **TotalVAT2** in the **Rename** dialog box and click **OK**.

Exercise 3: Deleting data expressions

Delete the following expressions:

- ID
- TotalVAT2

Step-by-Step Solution

- 1. Right-click on the expression.
- 2. Click **Delete**.
- 3. Click **Yes** to confirm the deletion.

Home > Tutorials > Connector Tutorial > Add a Data Expression > Creating a Custom Expression

Creating a Custom Expression

2. Add a

Container

1. Connecting to a data source

3. Add an Expression

Overview

There are times that a data field in the database does not provide the data needed by the report writer. The Connector enables you to use either SQL statements or Excel statements to create custom expressions.

The current data expressions do not provide a combined sales and sales tax value. For our report we require the combined totals of sales value and sales tax. This can be achieved using an SQL expression. Complete the exercise below to create this custom expression.

Exercise 1: Creating an SQL Expression

Follow the step-by-step guide to create a SQL expression that adds the sales value and the sales tax value to create a combined total.

- 1. Ensure that the **Customer Documents** container is open.
- 2. Copy and paste the **TotalExcl** expression to the **Customer Documents** container.
- 3. Rename the new expression TotalIncl.
- 4. In the **Property** window, select the **Expression Type** field and change the expression type to **SQL expression**.
- 5. Click **Apply**. The **SQL expression** property window is displayed.
- Highlight the contents of the Expression Source property and enter the following expression: [DocumentHeader].[TotalExcl]+
 [DocumentHeader].[TotalTax]
- 7. Click Apply.
- Ensure the expression is correct by sampling the data. (Rightclick > Sample Data) The sample data screen displays the combined total.

Home > Tutorials > Connector Tutorial > Conclusion
Conclusion

Congratulations, you have successfully completed the **Creating a Data Connection** process using the Connector . To see how your new data connection is used in the *Sage Accpac Intelligence* Report Manager, complete the **Report Manager** tutorial. Home > Tutorials > Report Manager Tutorial > Welcome

Welcome to the *Sage Accpac Intelligence* Report Manager Tutorial

Tutorial Overview

This tutorial is designed to take you on a interactive tour of the Report Manager module. During this tour you will interact with and be exposed to all the important functionality of our product. The tutorial uses the *Sage Accpac Intelligence* sample database for the interactive exercises.

How do I use the tutorial?

This tutorial is divided into a number of interactive exercises. As you complete one exercise use the **next -->** link at the bottom of the page to advance to the next exercise. The sessions are linked together and therefore must be done in order.

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What do I need before I start?

You will need the following in order to run the tutorial successfully:

- An installed and licensed version of Sage Accpac Intelligence .
- Correctly installed version of Microsoft Excel 2003, 2007 or 2010.
- Operating System: Windows XP, Windows Vista, Windows 7

What skills do I need to be able to do the tutorial?

Although you are able to complete the tutorial with only the most basic computer skills, you will benefit most if you have the following skills:

- Intermediate Windows navigation skills. You should be familiar with using all the mouse functionality.
- Familiar with database design methodology and database terminology.

<u>Next</u> -->

Home > Tutorials > Report Manager Tutorial > Using the Help System

Using the Help System

In order to complete any task in the tutorial, you need to use the *Sage Accpac Intelligence* help system. Follow the steps below to access the help system.

Accessing the help system

- 1. Open the Sage Accpac Intelligence Connector .
- 2. On the **Help** menu, click **Help**. The Sage Accpac Intelligence help system is displayed. (Shortcut = **F1**)

Locating a specific help topic

To locate a specific help topic, do one of the following:

- Use the Contents window: Navigate to the relevant topic using the Contents window.
- Use the Search window: Enter a search criterion in the Search window and click the List Topics button. Double click on a displayed topic in the Selected topic window.

<u>Next</u>-->

Home > Tutorials > Report Manager Tutorial > Getting Started

Getting Started

To effectively complete the exercises you need a good grasp of the *Sage Accpac Intelligence* interface and ways of performing tasks in the software.

About the layout of the interface

The layout of the interface is uncomplicated. The software layout is divided into two main areas:

In SAMINC - [B/X Report Manager]		
File Action Report Window Help		_ 8 ×
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Object 1	Properties 2	
Home	MetaData Repository Location	Apply
	C:\Sage\Sage Accpac\BXDATA\PVS\	-499V
	Auto Connect Server	
	Auto Connect Catalog	
	SAMINC	
	Auto Connect User	
	Active Accpac Company	
	SAMINC	
	_	•
		1 Objects

- 1. Object Window: You are able to select objects using your mouse from the object window in order to either view the objects properties or perform a task with the object. For example, you are able to select an object in the object window and rename the object just as you would rename a file in Windows Explorer.
- 2. Property window: You are able to view and update the properties of a selected object using the property window. For example, you are able to add your own custom description of the object in object's property window.

About ways of performing tasks in Sage Accpac Intelligence

There are three methods of performing tasks in Sage Accpac Intelligence

- 1. Menu bar: Use your mouse to select a task from the menu bar
- 2. Toolbar: Use your mouse to select a task from the toolbar



3. **Short-cut menu:** By right-clicking an object in the object window, you are able to display a short-cut menu of tasks that can be performed on the selected object. This menu is useful for completing tasks quickly.

같은 SAMINC - [B/X Report Manager] 같은 File Edit Action Report Tools Window Help			
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Object Home		operties der ID	
Analysis Dashboard Demonstratio Designer Financials Inventory Metrics and k Purchases Sales	Open Rename Delete Add Report Properties Refresh Run All Reports In Folder Add Sub Query Report Add Dataless Report Import Report	me m	

Working with Objects

To view an object's associated elements, double-click on the object. This action is called **drilling-down**. To hide an object's associated elements, double-click an open object. This action is called **drilling-up**.

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Home > Tutorials > Report Manager Tutorial > Report Creation Overview > The Report Creation Process

The Report Creation Process

The main purpose of the Report Manager is to create and maintain *Sage Accpac Intelligence* reports linked to Excel. Creating a report is a five part process:



Report Creation Process

1. Add a Folder

Folders contain all the reports related to a particular topic. For example, all reports related to a particular financial year or reports related to the stock of a company. You cannot create subfolders.

2. Add a Report

The report process is wizard driven and you are required to select a container to create the report from.

Note: The data container is created in the Connector .

3. Set Output Properties

Output properties govern the type and manner in which your data is displayed in Excel. For example, you are able to apply filters to restrict the amount of data displayed or apply aggregate functions to summarize the data.

4. Run the Report

The first time a report is created it is necessary to run the report and then link it back to *Sage Accpac Intelligence* as an Excel template. Subsequent report runs of the report will automatically use the allocated template.

5. Link Excel

Once a report's data has been exported to Excel it is necessary to link it to *Sage Accpac Intelligence* as an Excel template. This process enables you to create complex templates that will always have access to the latest data at the reports run time.

The following exercises take you through these processes.

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Home > Tutorials > Report Manager Tutorial > Creating a Basic Report > Creating and Linking a Basic Report

Exercise 1 Creating and Linking a Basic Report

Overview

The following exercises will enable you to create a basic report and link the subsequent Excel workbook back to *Sage Accpac Intelligence* as an Excel template. As the company report writer for **R.K.L Trading**, you have been requested to create a report that displays all the transactions from the **Customer Documents** container created in the Connector tutorial.

In this exercise you will complete the following tasks:

- Add a folder
- Add a report to a folder
- Run the report
- Link the report back to Sage Accpac Intelligence

Step 1: Add a folder

Read the help topic: **Creating a Folder** and then create a new folder called **Training**.

Step-by-Step Solution:

Create the folder by doing the following:

- 1. Open the Report Manager.
- 2. Do one of the following:
 - Right-click on the Home object and select Add folder.
 - Click the **Add folder** icon on the toolbar
- 3. From the Add folder dialog box, enter the name of the folder.
- 4. Click **OK**. The folder is displayed below the **Sage Accpac** *Intelligence* **Home** icon.

Step 2: Add a Report

Use the help topic **Creating a Report** to assist with the task. Add a new report named **Document History** with the following details:

- Container: Customer Documents
- **Parent Connection:** *Sage Accpac Intelligence* Tutorial
- Columns:
 - CustomerName
 - CustomerCode
 - Date
 - TotalExcl
 - TotalVat
 - TotalCost
 - DocNo
 - DocType
- **Description:** This report provides all customer documents for the RKL Trading.

Step-by-Step Solution:

Add a report, by doing the following:

- 1. Do one of the following:
 - Right-click on the new folder and select **Add Report**.
 - Click the **Add Report** icon.
- 2. From the Add Report dialog box, enter the name of the report.
- 3. Click **OK**. The **Select Data Container** dialog box is displayed.
- 4. Select the data container to be used as the source of the report and click **OK**.

5. In the **Choose Column Fields** dialog box, check the columns to be displayed and click **OK**. The report is displayed under the specified folder.

Step 3: Run a Report

Run the **Document History** report located under the Training folder. Use the help topic: **Running a Report** to assist with task. Read the help topic: **How Excel Renders Data** to gain an understanding of the processes that are performed when data is rendered to Excel.

Step-by-Step Solution: Run a report

To run the report, do the following:

- 1. Select the **Document History** report in the object window.
- 2. Click the **Run** button. The report creation process commences and the progress and process monitors are displayed. The report results are displayed in Excel.

Step 4: Link a Report

Link the Excel workbook generated from the **Document History** report to *Sage Accpac Intelligence*. Leave the name of the template as **Document History.xlt**. Read the help topic **Create and Link Excel Templates** to assist you with this task.

Step-by-Step Solution: Linking the report

To link the Excel workbook to the report in the **Sage Accpac Intelligence Report Manager** do the following:

- 1. Leave the workbook open in Excel and activate the Sage Accpac Intelligence Report Manager.
- 2. In the Report Manager, ensure that the **Document History** report is selected.
- 3. Click the **Create and Link template** icon on the toolbar. The **Select a workbook to convert to a Template** dialog box is displayed.
- 4. Select the workbook and click **OK**.
- 5. In the **Specify Template Name** dialog box enter the name of the template and click **OK**. The template is saved to the template folder.

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Home > Tutorials > Report Manager Tutorial > Creating a Basic Report > Editing Report Properties

Editing Report Properties

Overview

Once you have created a report, you are able to view the report's details in the **Property** window. You are also able to edit your report's properties in the **Property** window, by doing any of the following:

- Edit the report name
- Edit the report description
- Add/remove columns from the report
- Change the position of the columns

Exercise 1: Edit the report name

Use the help topic **Edit Report Properties** to assist with the task: Change the name of the **Document History** report to **Customer Document History** report.

Step by Step Solution:

- 1. Select the **Document History** report.
- 2. In the property window, highlight the current report name.
- 3. Enter the new name and click **Apply**. You are prompted to select an option for the template.
- 4. Leave the selected choice unchanged and click **OK**. The new report name is saved.

Exercise 2: Edit the report description

Update the report description to reflect the following: **Customer Document totals for current and previous year**.

Step by Step Solution:

- 1. Select the report name.
- 2. In the property window, enter the description in the **Description** field and click **Apply**.

Exercise 3: Edit the columns in the report

Use the help topic **Add or Remove Columns** and **Change order of Columns** to assist with the task.

- 1. Remove the following column: TotalCost
- 2. Add the following column to the report: TotalIncl
- 3. Arrange the columns as follows:
 - CustomerCode
 - CustomerName
 - DocType
 - DocNo
 - Date
 - TotalExcl
 - TotalVAT
 - TotalIncl

Step-by-Step Solution: Edit the report:

Remove a column:

- 1. Select the report in the **Object** window. The reports properties are displayed.
- 2. Click the **Column** tab.
- Select the column to be deleted.
 Note: To select multiple columns use the Ctrl key.
- 4. Click the **Remove** button. The selected columns are deleted.

Add Columns to a report:

1. Select the report in the Object window. The report's properties are displayed.

- 2. Click the **Column** tab.
- 3. Click the **Add** button.
- 4. Check the columns to be added in the **Choose Column Fields** dialog box.
- 5. Click **Ok**. The columns are added to the report.

Rearrange the order of the columns:

- 1. Select the report in the **Object** window. The report's properties are displayed.
- 2. Click the **Column** tab.
- 3. Select the column you want to rearrange and use the **Move Up** and **Move Down** buttons to move the field to the new location.



This concludes the section on editing report properties. The next section will deal with advanced report settings.

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Home > Tutorials > Report Manager Tutorial > Advanced Report Settings > Advanced settings

Adjusting the Output with Advanced Options

Overview

Once a report has been created the output can be adjusted by using the following options:

• **Filters** Filters enable you to refine or limit the rows of data that will be displayed in the report by setting criteria.

• Sort

You are able to set the sort order of your data prior to it being exported to Excel.

• Parameters

Parameters enable you to refine or limit the rows of data, but unlike filters, the criteria are set at run time.

Aggregate Functions

Aggregate functions enable you to summarise data using one of a number of functions, for example **Sum** or **Average**, prior to the data being rendered to Excel.

• Aggregate filters

Aggregate filters enable you to refine or limit rows of data based on aggregation criteria. For example, you may only want to view values of a particular field if they are greater than the average of the field.

Exercises Overview

The following exercises will show you how to use these options when creating reports.

- Filter Exercise
- Parameter Exercise
- <u>Aggregate Function Exercise</u>

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Home > Tutorials > Report Manager Tutorial > Advanced Report Settings > Advanced settings: Filters
Advanced Options - Filter Exercise

Filter Exercise

You have been requested to create a report that reflects the data for all current year documents. The current year is identified as a positive value in the **Period** field. Use the **Add and Remove filters** help file to assist you with this task.

Step 1: Create a copy of a report:

Make a copy of the **Customer Documents History** report and rename it **Customer Documents History - Current Year**

- 1. Right-click on the **Customer Documents History** report and click **Copy**.
- 2. Right click on the **Training** folder and click **Paste.**
- Right-click on the new report and click Rename. (shortcut key F2)
- 4. Enter the name **Customer Documents History Current Year** in the **Rename** dialog box and click on **OK**. The report is renamed.

Step 2: Set the Filter

Set a filter on the new report with the following details:

- Field: Period
- **Comparison Method:** Greater than or Equal To
- Value: 1

- 1. Select the report.
- 2. Click the Filter tab.
- 3. Click the Add button on the right of the property window.
- 4. From the **Choose a Filter Field** dialog box, click **Period** then click **OK**.
- 5. From the Choose Comparison Method dialog box, click Greater than or Equal to then click OK.
- 6. Enter 1 in the Comparison Value dialog box then click OK. The filter is displayed in the Filter window.

Step 3: Run the report

Run the report.

- 1. Click the **Run** button. The data is exported to Excel.
- 2. Compare the output to the figure below to ensure that it is correct.

	A	В	C	D	E	F	G
1	Customer Code	Customer Name	DocType	DocNo	Date	TotalExcl	Tota/VAT
2	JENJ01	JENS JAMS	CRN	CRN115490	09/11/2002	3292.180645	460.9052903
3	KENS01	KENS TAVERN	CRN	CRN115491	19/10/2003	329.0322581	46.06451613
4	BRON01	BRONNIES CC	CRN	CRN115493	19/10/2003	1527.483871	213.8477419
5	BRON01	BRONNIES CC	CRN	CRN115499	25/10/2003	825.6387097	115.5894194
6	KENS01	KENS TAVERN	CRN	CRN115501	28/10/2003	3231.290323	452.3806452
7	FRUI01	FRUITY JOES	CRN	CRN115502	30/10/2003	4548.387097	636.7741935
8	TROT01	TROTTERS CC	CRN	CRN115505	03/11/2003	435.483871	60.96774194
9	BOTT01	BOTTLE SHOP	IND	IND115442	01/09/2003	540	75.6
10	DCEE01	DCEES TEAS	INV	INV116548	06/09/2003	464.516129	65.03225806
11	SUNS01	SUNSHINE CAFÉ	INV	INV116549	06/09/2003	464.516129	65.03225806
12	THEG01	THE GRUB SHOP	INV	INV116553	06/09/2003	600	84
13	PLST01	PL STORES	IN∀	INV116554	06/09/2003	696.7741935	97.5483871
14	JENJ01	JENS JAMS	INV .	INV116558	07/09/2003	3231.290323	452.3806452
	SPICO1	SPICE POT Sheet2 / Sheet3 /	IN/V	INV/116559	07/09/2003	A103 225806	574 4516129
Rea	dy						

Step 4: Link the Excel report back to Sage Accpac Intelligence

Link the Excel report back to Sage Accpac Intelligence .

Step by Step Solution

- 1. Select the Customer Documents History Current Year report in the Report Manager.
- 2. Click the **Create and Link button**.
- Select the Excel workbook containing the rendered data and click OK. The Replace dialog box is displayed.
 Note: As the report is a copy of a previously created report, you will need to either replace the existing template or create a new template based on the previous template.
- 4. Leave the default name unchanged and click **OK**. The Excel workbook is converted to a template and linked to the report.
- 5. Ensure the Report Manager is active for the next exercise.

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Home > Tutorials > Report Manager Tutorial > Advanced Report Settings > Advanced settings: Parameters

Advanced Options - Parameter Exercise

Parameter Exercise

A user has requested reports that fall between specified dates. You are required to set the report dates when you run the reports. Complete the following steps to create a report that enables you to set the dates at run time using two date parameters.

Step 1: Copy the report and remove the filter

Create a copy of the previous report and do the following:

- Rename the report: Customer Documents History -Parameters
- Remove the filter from the report

- 1. Right-click on the **Customer Documents History Current Year** report and click **Copy**.
- 2. Right click on the **Training** folder and click **Paste**.
- Right-click on the new report and click Rename. (shortcut key F2)
- 4. Enter the name **Customer Documents History with Parameters** in the **Rename** dialog box and click on **OK**. A dialogue box presents template options as shown in the figure below.

•	Assign new name and delete old template if unused by other reports (Recommended).	
C	Keep the original Template Name	
0	Assign new name and leave the old templat disc even if it is unused.	e on
	OK Canc	-

- 5. Leave the default option selected and click **OK**. A copy of the report is created and displayed the training folder.
- 6. Click the Filter tab on the Property window.
- 7. Select the **Period** filter and click **Remove**.
- 8. Click **OK** to confirm the deletion. The filter is removed from the report.

Step 2: Set the parameters

Set the following parameters for the report:

- First Parameter
 - Filter Field: Date
 - Operator Name: Greater than or Equal to
 - Comparator/default option: (blank)
- Second parameter
 - Filter Field: Date
 - Operator Name: Less than or Equal to
 - Comparator/default option: (blank)

- 1. Select the report.
- 2. Click the **Parameter** tab.
- 3. Click the **Add** button on the right of the property window.
- 4. From the **Choose a Filter Field** dialog box, click **Date** then click **OK**.
- 5. From the **Choose Comparison Method** dialog box, click **Greater than or Equal to** then click **OK**.
- 6. Leave the **Comparison Value** value blank (this value will be set at run time) then click **OK**. The parameter is displayed in the **Parameter** window.
- 7. To set the second parameter, click the **Add** button again on the right of the property window.
- 8. From the **Choose a Filter Field** dialog box, click **Date** then click **OK**.
- 9. From the Choose Comparison Method dialog box, click Less

than or Equal to then click OK.

10. Leave the **Comparison Value** value blank (this value will be set at run time) then click **OK**. The parameter is displayed in the **Parameter** window.

Step 3: Run the report

Run the report setting the parameters to reflect the month of April 2003 (01/04/2003 - 30/04/2003). Check the output result against the diagram below.

- 1. Click the **Run** button. The **Parameter** dialog box prompts you for the dates.
- 2. Click the **Browse** button and Enter the following dates:
 - Greater than or Equal to: 01/04/2003
 - Less than or Equal to: 30/04/2003
- 3. Click **OK**. The data is exported to Excel.
- 4. Compare the output to the figure below to ensure that it is correct. **Note:**The dates must reflect only transactions between 01/04/2003 and 30/04/2003.

	A	В	C	D	E	F	G
1	Customer Code	Customer Name	DocType	DocNo	Date	TotalExcl	TotaNAT
2	BOTT01	BOTTLE SHOP	CRN	CRN115454	05/04/2003	540	75.6
3	FRIC01	FRICKELS PICKLES	CRN	CRN115455	05/04/2003	6841.741935	957.843871
4	BOTT01	BOTTLE SHOP	CRN	CRN115456	06/04/2003	540	75.6
5	HIGG01	HIGGINS THINGS	CRN	CRN115457	15/04/2003	482.283871	67.51974194
6	BOBS01	BOBS UNCLE	INV .	INV115621	01/04/2003	1810.741935	253.503871
7	HIGG01	HIGGINS THINGS	INV .	INV115626	01/04/2003	643.0451613	90.02632258
8	BEEB01	BEE B'S DELIGHTS	INV .	INV115627	01/04/2003	431.1290323	60.35806452
9	FRIC01	FRICKELS PICKLES	INV .	INV115634	04/04/2003	6841.741935	957.843871
10	MARA01	MARANGOES	INV	INV115636	04/04/2003	519.0774194	72.67083871
11	FRUI01	FRUITY JOES	INV.	INV115637	04/04/2003	540	75.6
12	BOTT01	BOTTLE SHOP	INV.	INV115647	05/04/2003	540	75.6
13	CIND02	CINDYS DELI	INV .	INV115649	05/04/2003	560.1806452	78.42529032
14	FRIC01	FRICKELS PICKLES	INV .	INV115650	05/04/2003	7201.858065	1008.260129
15	TEALING	TEA / LL (DRN NRTH)	IN/V	INN/115657	05/04/2003	A PAN	62 916
Rea	dy						

Step 4: Link the Excel report back to Sage Accpac Intelligence

Link the resulting workbook to the Report Manager as a template.

Step-by-Step Solution

- 1. Select the **Customer Documents History with parameters** report in the Report Manger.
- 2. Click the **Create and Link** button.
- 3. Select the **Customer Documents History with parameters1** book and click **OK**. The **Specify a Template name** dialog box is displayed.
- 4. Leave the default name unchanged and click **OK**. The Excel workbook is converted to a template and linked to the report.
- 5. Ensure the **Report Manager** is active for the next exercise.

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Home > Tutorials > Report Manager Tutorial > Advanced Report Settings > Advanced settings: Aggregate Functions

Advanced Options - Aggregate Function Exercise

Aggregate Functions

You have been asked to summarize the sales for the company by Customer per Period for the current year. This will require the use of an Aggregate function. Complete the following steps to create a report that enables you to summarize the data prior to it being rendered to Excel.

Step 1: Create a new report

Use the **Help File** Edit Column Properties. Create a new report with an aggregate function using the following details:

- Folder: Training
- Report Name: RKL Sales Summary by Customer
- Data Container: Customer Documents
- Place the following fields in the report
 - Customer Code
 - Customer Name
 - Period
 - TotalExcl

- 1. Select the **Training** folder and click the **Add Report** button on the toolbar.
- 2. Enter the name of the report in the **Report Name** dialog box.
- 3. Select the **Customer Document** container from the **Select Container** dialog box.
- 4. Select the fields listed above and click **OK**. The report is displayed under the Training folder.
- 5. Click the **Filter** tab.
- 6. Click Add. The Choose Field dialog box is displayed.
- 7. Select **Period** and click **OK**.
- 8. Select Greater than or equal to and click OK.
- 9. Enter **1** in the **Comparison value** dialog box and click **OK**.

Step 2: Set the Aggregate Filter

Set the following aggregate function to the report:

• TotalExcl aggregate function is set as Sum

- 1. Ensure that the report is selected.
- 2. Click the **Columns** tab.
- 3. Right-click on the **TotalExcl** column and select **Properties**.
- 4. In the **Properties** dialog box, click the **Aggregate Function** drop-down list and select **Sum**.
- 5. Click **OK**. The **Sum** aggregate function is displayed to the right of the **TotalExcl** field in the Column tab.

Step 3: Run the report

Run the report

1. Run the report. The summarised data is rendered to Excel.

- 1. Click the **Run** button. The data is exported to Excel.
- 2. Compare the output to the figure to ensure that it is correct.

	A	В	C	D	E	F	G	н
1	Customer Code	Customer Name	Period	TotalExcl				
2	ALLS01	ALL SORTS STOP SHOP	1	6083.870968				
3	ALLS01	ALL SORTS STOP SHOP	2	10993.54839				
4	ALLS01	ALL SORTS STOP SHOP	4	13741.93548				
5	ARCH01	ARCH'S BAKERY	1	522.5806452				
6	ARCH01	ARCH'S BAKERY	2	522.5806452				
7	ARCH01	ARCH'S BAKERY	3	696.7741935				
8	ARCH01	ARCH'S BAKERY	4	2690.322581				
9	BASI01	BASILS CC	2	1909.677419				
10	BASI01	BASILS CC	3	4335.483871				
11	BEEB01	BEE B'S DELIGHTS	3	1918.580645				
12	BEE801	BEE B'S DELIGHTS	4	1961.612903				
13	BETT01	BETTIES FRUITS	2	722.5806452				
14	BOBS01	BOBS UNCLE	1	4006.451613				
15	BOBSON	BOBS LINCLE Sheet2 / Sheet3 /	2	A64.516129				
Read	dy							1

Step 4: Link the Excel report back to Sage Accpac Intelligence

Link the Excel report back to Sage Accpac Intelligence .

Step by Step Solution

- 1. Select the **RKL Sales Summary by Customer** report in the Report Manager.
- 2. Click the **Create and Link** button.
- 3. Select the **Excel workbook** that contains the report and click **OK**. The **Specify a Template name** dialog box is displayed.
- 4. Leave the default name unchanged and click **OK**. The Excel workbook is converted to a template and linked to the report.
- 5. Ensure the **Report Manager** is active for the next exercise.

This concludes the section on Advanced Settings. The next section takes you through the process of creating advanced reports.

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Union Reports - Part 1 Create the base reports

Step 1 Create the first base report

Create the first report using the details listed below:

- Report Name: RKL Sales (YTD)
- Folder: Training
- Data Container: Customer Documents
- Columns:
 - Customer Code
 - Customer Name
 - Period
 - TotalExcl
- Filter 1:
 - Column: Period
 - **Comparison function**: Greater than or Equal to
 - Value: 1
- Filter 2:
 - Column: doctype
 - Comparison function: Is In
 - Value: CRN, INV

Note: Run the report and ensure that the report is working correctly.

- 1. Right-click on the Training folder and select Add Report.
- 2. Enter the report name: **RKL Sales (YTD)** in **Name Report** dialog box.

- 3. Select the **Customer Documents** container from the **Add Container** dialog box and click **OK**.
- 4. Add the following columns:
 - Customer Code
 - Customer Name
 - Period
 - TotalExcl
- 5. To set the first filter, click the **Filter** tab.
- 6. Click the **Add** button on the right of the property window.
- 7. From the **Choose a Filter Field** dialog box, click **Period** then click **OK**.
- 8. From the **Choose Comparison Method** dialog box, click **Greater than or Equal to** then click **OK**.
- 9. Enter **1** in the **Comparison Value** dialog box then click **OK**. The filter is displayed in the **Filter** window.
- 10. To set the second filter, click the **Add** button in the **Filter** window.
- 11. From the **Choose a Filter Field** dialog box, click **doctype** then click **OK**.
- 12. From the **Choose Comparison Method** dialog box, click **Is In** then click **OK**.
- 13. Enter **CRN, INV** in the **Comparison Value** dialog box then click **OK**. The filter is displayed in the **Filter** window.
- 14. Click **OK**. The report is displayed below the **Training** folder.
- 15. Run the report to ensure that it displays the correct data as shown in the diagram below:

	A	В	C	D	E	F	G	-
1 Cus	stomer Code	Customer Name	Period	TotalExcl				-
2 JEN	J01	JENS JAMS	2	3292.180645				_
3 KEN	VS01	KENS TAVERN	2	329.0322581				
4 BRC	DN01	BRONNIES CC	2	1527.483871				
5 BRC	DN01	BRONNIES CC	2	825.6387097				
6 KEN	VS01	KENS TAVERN	2	3231.290323				
7 FRU	JI01	FRUITY JOES	3	4548.387097				
8 TRC	T01	TROTTERS CC	3	435.483871				
9 BOT	TT01	BOTTLE SHOP	1	540				
10 DCE	E01	DCEES TEAS	1	464.516129				
11 SUN	VS01	SUNSHINE CAFÉ	1	464.516129				
12 THE	G01	THE GRUB SHOP	1	600				
13 PLS	T01	PL STORES	1	696.7741935				
14 JEN	J01	JENS JAMS	1	3231.290323				
15 SPI	C01	SPICE POT	1	4103.225806				
16 ALL		ALL SORTS STOP SHOP	1	4606.451613				-
	Sheet1 (S	Sheet2 / Sheet3 /		4				•

Step 2 Create the second base report

Create the second report using the details listed below:

- **Report Name**: RKL Outstanding Orders (YTD)
- Folder: Training
- Data Container: Customer Documents
- Columns:
 - Customer Code
 - Customer Name
 - Period
 - TotalExcl
- Filter 1:
 - Column: Period
 - **Comparison function**: Greater than or Equal to
 - Value: 1
- Filter 2:
 - Column: doctype
 - Comparison function: equal
 - Value: SO

Note: Run the report and ensure that the report is working correctly.

- 1. Right-click on the **Training folder** and select **Add Report**.
- 2. Enter the report name: **RKL Outstanding Orders (YTD)** in **Name Report** dialog box.
- 3. Select the **Customer Documents** container from the **Add**

Container dialog box and click **OK**.

- 4. Add the following columns:
 - Customer Code
 - Customer Name
 - Period
 - TotalExcl
- 5. To set the first filter, click the **Filter** tab.
- 6. Click the **Add** button on the right of the property window.
- 7. From the **Choose a Filter Field** dialog box, click **Period** then click **OK**.
- 8. From the **Choose Comparison Method** dialog box, click **Greater than or Equal to** then click **OK**.
- 9. Enter **1** in the **Comparison Value** dialog box then click **OK**. The filter is displayed in the **Filter** window.
- 10. To set the second filter, click the **Add** button in the **Filter** window.
- 11. From the **Choose a Filter Field** dialog box, click **doctype** then click **OK**.
- 12. From the Choose Comparison Method dialog box, click Is Equal to then click OK.
- 13. Enter **SO** in the **Comparison Value** dialog box then click **OK**. The filter is displayed in the **Filter** window.
- 14. Click **OK**. The report is displayed below the **Training** folder.
- 15. Run the report to ensure that it displays the correct data as shown in the diagram below:

	A	В	С	D	E	F	G	H
1	Customer Code	Customer Name	Period	TotalExcl				
2	TEAU01	TEA 4 U (JHB)	5	580.6451613				
3	TTGA01	TREE TEA GARDENS	5	464.516129				
4	JUIC01	JUICE HAVEN	5	567.8709677				
5								
6								
7								
8						1		
9								
10								
11								
12								_
13								
14								
15								
16	Sheet1	Sheet2 / Sheet3 /		1	4			I N
Rea	dy							1.

<u>Next--></u>

Home > Tutorials > Report Manager Tutorial > Creating Advanced Reports > Creating Union Reports > Creating advanced reports: Union reports Part 2

Union Reports - Part 2 Creating the Union Report

Create the union report using the details listed below:

- **Report Name**: YTD RKL Sales and Outstanding Orders
- Reports to be used in the union report:
 - RKL Sales (YTD)
 - RKL Outstanding Orders (YTD)

Note: Run the report and ensure that the report is displaying the correct data. The union report's results displayed must be a combination of the two base reports created in Part 1 of the exercise.

- 1. Select the **Training** folder.
- 2. Right-click the **Training** folder and select **Add Union Report**.
- 3. Enter YTD RKL Sales and Outstanding Orders in the Name Union Report dialog box.
- 4. Select **RKL Sales (YTD)** and **RKL Outstanding Orders (YTD)** from the **Select Reports** dialog box. The union report is displayed below the **Training** folder.
- 5. Double-click on the **YTD RKL Sales and Outstanding Orders** report to display **Union Sub Report** entity.
- 6. Double-click on the **Union Sub Report** entity to display **Union Sub Report** links.
- 7. Click **RKL Sales (YTD)** link and in the property window enter **1** in the **Output Sheet Number (Left to Right)** field, then click **Apply**.
- 8. Click the **RKL Outstanding Orders (YTD)** link and in the property window enter **2** in the **Output Sheet Number (Left to Right)** field, then click **Apply**.

9. Click the **YTD RKL Sales and Outstanding Orders** report then click **Run**. Ensure that it is displaying the correct data as shown in the diagram below:

		5 Q V & D C								
Aria	el le	• 10 • B I U	E # 3		\$ %	, 3	8 ;98 🗊	(作田)	· @ · /	
	A2 -	JENJ01								
3 8	ook5:2		1						1	- 02
	A	В		С	D		E	F	G	
1	Customer Code	Customer Name	P	Period	TotalExc	:/				-
2	JENJ01	JENS JAMS		2	3292.180	645				
3	KENS01	KENS TAVERN		2	329.0322	581				
4	BRON01	BRONNIES CC		2	1527.483	371				
5	BRON01	BRONNIES CC		2	825.6387	097				
• •	> > Sheet1	Sheet2 / Sheet3 /			4	12				•
00	k5:1									
	A	В	C		D	E		F	G	н
1	Customer Code	Customer Name	Period	1 To	stalExcl					
2	TEAU01	TEA 4 U (JHB)		5 580	0.6451613					
3	TTGA01	TREE TEA GARDENS		5 46	4.516129					
4	JUIC01	JUICE HAVEN		5 567	.8709677					
5										
	> H Sheet1) 5	heet2 / Sheet3 /		1		_				

Note: The diagram above shows both sheets in a single window to enable you to view both results simultaneously. In your report, you will view the results in two separate worksheets.

This concludes the exercises on the advanced reports. The next section takes you through managing of reports.

<u>Next</u>-->

Home > Tutorials > Report Manager Tutorial > Creating Advanced Reports > Creating Sub-Query Reports > Creating Sub Query Reports

Sub-Query Reports

Sub-Query Reports Scenario

You have been asked to create a report to list all sales invoices, excluding those where a credit note has been raised, for the six months from July to December 2003. You want to include the Customer's name. Creating a sub-query report is a two part process:

- **Part 1:** Create a sub-query report whose output will be used as the criteria in a subsequent report. In this scenario, a list of order numbers where the **DocType** is equal to **CRN**.
- **Part 2:** Use the sub-query report's results as the basis of a filter in a new report.

<u>Next</u>-->

Home > Tutorials > Report Manager Tutorial > Creating Advanced Reports > Creating Sub-Query Reports > Creating advanced reports: Sub query part 1

Part 1: Creating a Sub-Query Report

Step 1: Create the Sub-query report

Use the **Sub-Query Reports** Help file to assist you with this task. Create the following sub-query report:

- Report Name: Sub-Query Credit Notes
- Source Container: Customer Documents
- Display Field: OrderNo

- 1. Right-click the **Training** folder and select **Add Sub Query Report** option.
- 2. Enter the name: **Sub-Query Credit Notes** for the report in the **Enter a Name** dialog box and click **OK**.
- 3. Select the **CustomerDocuments** container from the **Select a Data Container** dialog box.
- 4. Select **Doctype** from the **Display Name** dialog box. The subquery is displayed under the **Training** folder.

Step 2: Set the Filter

Set a filter with the following parameters:

• Filter:DocType is equal to CRN

Step-by-Step Solution:

- 1. Select the **Sub-Query Report** and click the **Filter** tab.
- 2. Click the **Add** button.
- 3. Select the **DOCTYPE** field from the **Choose a Field Filter** dialog box.
- 4. Select the **Equal to** operator from the **Comparison Method** dialog box.
- 5. Enter **CRN** in the **Comparison Value** dialog box and click **OK**. The filter is displayed in the Filter tab.

Step 3: Run the sub-query report

Run the report to ensure that the results of the sub-query are correct.

Step-by-Step Solution:

- Select the Sub-Query Report and click the Run button. The report is run and the results are displayed in Excel.
 Ensure the data displayed in the Excel workbook is correct, then close the workbook without saving any changes.
- 2. **Note:** This sub-query report will be used in the next exercise.

<--<u>Back</u> <u>Next</u>-->

Home > Tutorials > Report Manager Tutorial > Creating Advanced Reports > Creating Sub-Query Reports > Creating advanced reports: Sub query part 2

Part 2: Using the Sub-Query Report as a Filter

Use the Sub-query Report as the basis of a filter in a report.
Step 1: Set the Sub-query Filter

To use the sub-query created in the exercise above, set it as a filter in a report. Create a new report called **Customer Invoice List** using the following details.

- Report Name: Customer Invoice List
- **Container:** CustomerDocuments
- **Columns:** CustomerCode, CustomerName, Date, DocNo, DueDate, OrderNo, TotalExcl
- Filter:
 - DocType Equal to INV and
 - DocNo Is Not In Sub-Query: Sub Query Credit Notes
- Parameters:
 - Date Greater than or Equal to 01 July 2003
 - Date Less than or Equal to 31 December 2003.

Step-by-Step Solution

- 1. Right click on the **Training** folder and click **Add Report**.
- 2. Enter the name: **Customer Invoice List** and click **OK**.
- 3. Select the data container: **CustomerDocuments**.
- 4. Select the columns listed above and click **OK**. The Report is displayed below the **Training Folder**.
- 5. Select the Filter tab.
- 6. Click the **Add** button and add the **DocType** filter to the report, using the filter details listed above.
- 7. Click Add. The Filter field dialog box is displayed.
- 8. Select the **DocNo** field as the filter field.

- 9. Select Is Not In Sub Query from the Comparison Operator dialog box.A list of sub query reports are displayed.
- 10. Select Sub Query Credit Notes from the list displayed. Then click **Ok**.
- 11. Click the **Parameter** tab.
- 12. Click **Add** and complete the parameters using the details listed above then click **OK**.

Note:Ensure both parameters are included.

Step 2: Run the Report

Run the report.

Step-by-Step Solution:

1. Select the **Customer Invoice List** and click the **Run** button. The report is run and the results are displayed in Excel as shown in the figure below:

	A	В	C	D	E	F	G	1.
1	CustSuppID	CustomerName	Date	DocNo	DueDate	OrderNo	TotalExcl	-
2	BASI01	BASILS CC	01/07/2003	INV116252	08/07/2003	20720	3231.290323	
3	ARCH01	ARCH'S BAKERY	01/07/2003	INV116256	08/07/2003		696.7741935	
4	TEAU00	TEA 4 U (DBN NRTH)	02/07/2003	INV116266	09/07/2003		600	
5	FRIC01	FRICKELS PICKLES	05/07/2003	INV116268	12/07/2003		4336.83871	
6	BEEB01	BEE B'S DELIGHTS	05/07/2003	INV116272	12/07/2003		445.1612903	
7	TEAU00	TEA 4 U (DBN NRTH)	06/07/2003	INV116274	13/07/2003		619.3548387	
8	KENS01	KENS TAVERN	06/07/2003	INV116275	13/07/2003	74452342	1524.193548	
9	TEAU01	TEA 4 U (JHB)	06/07/2003	INV116276	13/07/2003		619.3548387	
10	SPIC01	SPICE POT	06/07/2003	INV116284	13/07/2003		4103.225806	
11	PKSS01	PKS SERVICES	06/07/2003	INV116288	13/07/2003		722.5806452	
12	PLST01	PL STORES	06/07/2003	INV116290	13/07/2003	123113	600	
13	ARCH01	ARCH'S BAKERY	07/07/2003	INV116296	14/07/2003		696.7741935	
14	BETT01	BETTIES FRUITS	08/07/2003	INV116302	15/07/2003		670.9677419	1
15	EXPORT Sheet	FYPORT FYPERTS	08/07/2003	INV/116305	15/07/2003		910 4516129	ЪĽ
Rea	đy							1

Step 3: Link the Excel report back to Sage Accpac Intelligence

Link the Excel report back to Sage Accpac Intelligence .

Step by Step Solution

- 1. Select the **Customer Invoice List** report in the Report Manager.
- 2. Click the **Create and Link** button.
- 3. Select the **Excel workbook** that contains the report and click **OK**. The **Specify a Template name** dialog box is displayed.
- 4. Leave the default name unchanged and click **OK**. The Excel workbook is converted to a template and linked to the report.
- 5. Ensure the **Report Manager** is active for the next exercise.

This completes the section on sub-query reports. The next section deals with union reports.

<u>Next</u>-->

Home > Tutorials > Report Manager Tutorial > Managing Reports > Managing Reports

Managing Reports

Overview

Creating and linking your reports are the core functions of the Report Manager. Around these core functions are a number of functions to facilitate managing your reports. This section will familiarize you with these functions.

The management functions are:

• Delete a Report

You are able to delete reports that are no longer needed or have become obsolete. You have the choice when deleting the report of deleting the associated template. This should only be done if you are sure that the template is of no value and is not being used by other reports.

• Link and Un-link Templates

You are able to un-link an associated template from a report. This is necessary if you want to link a different template to the report.

• Lock a Report

You are able to lock a completed report. This ensures that there are no changes made to the structure of the report.

Help File: Locking/Unlocking a report

• Export and Importing Reports

You are able to export reports from *Sage Accpac Intelligence*. These reports can be imported into other *Sage Accpac Intelligence* systems. **Help File:** Exporting a Report; Importing a Report

• Schedule a report run

You are able to schedule a report to run by adding the *Sage Accpac Intelligence* schedule command line to a 3rd part Scheduler program. **Help File:** Scheduling a Report

<u>Next</u>-->

Home > Tutorials > Report Manager Tutorial > Conclusion

End of the Report Manager Tutorial

Congratulations, you have successfully completed the Report Manager tutorial. Contact us for enquiries about further training and to provide feedback.

Modules

Sage Accpac Intelligence can give users an open view of their data across several platforms and consists of user friendly modules:

- The <u>Connector Interface</u> provides the facility to connect to all ODBC compliant data sources e.g. SQL Server, Oracle, Access, Btrieve (Pervasive) using a windows explorer look and feel, for simple administration of all data connections.
- The <u>Report Manager Interface</u> which provides access to the data as defined in the Connector's tool and empowers the user to customise their reports for Microsoft Excel.
- The Report Viewer: Report layouts in Excel may be changed on the fly for viewing once reports have been executed, but the source reports cannot be changed using this license type.
- The <u>Security Manager</u> defines security for reports and users.
- The License Manager manages module licensing.

Sage Accpac Intelligence Components and Icons

lcon	Component	Description
	Report Manager	Author (design, create) and run reports
	Report Viewer	View authored reports – no editing
	Security Manager	Defines security for reports/users
2/	License Manager	Manages module licenses
P	Connector	Connect to additional data containers

Home > Connector > Getting Started > Creating a MetaData Set

Creating a Metadata Set

Sage Accpac Intelligence uses Metadata to describe an organizations useful data. Metadata is often referred to as Data which describes Data. Typically a Metadata set will provide a user friendly view onto a set of technically obscure data. It allows Data to be more easily available to non technical users or to users who have no knowledge of the underlying source data system. A good Metadata set should describe a data set in a manner which is consistent and easy to understand. Where data comes from different sources, and systems with inconsistent naming conventions, the MetaData can achieve a consistent facade allowing the user to be unconcerned with the source and source type of any given data.

Sage Accpac Intelligence allows a System Administrator to perform a Metadata mapping exercise once which then benefits all end users. The Connector is used to perform this mapping exercise. In addition to mapping the Metadata the exercise should also involve some configuration to optimize the way in which data is accessed by Sage Accpac Intelligence.

Creating a MetaData set:

- 1. Create and Test a <u>Data Connection</u>.
- 2. Publish <u>Data Containers</u> and <u>Data Expressions</u> giving them meaningful names.
- 3. Configure the Data Expressions so that the Data is accessed in a sensible manner.

Once a good Metadata set is published the users of the Report Manager Interface will be able to easily access the data.

The Connector allows the System Administrator to rename the technical expression names normally contained in databases. By renaming the expressions, the System Administrator creates a metadata set that is user friendly and which allows the user to clearly identify the relevant fields for reporting when using the <u>Report Manager Interface</u>.

Home > Connector > Getting Started > What is the Connector Tool ?

What is the Connector Tool?

The Connector allows an organization's System Administrator to make a connection to their database so as to access the relevant tables for reporting purposes. It also allows an organization's System Administrator to configure the metadata so as to empower the users to create their own reports. The Connector will typically be used by an organization's System Administrator or the relevant technically skilled person.



To use the functions of the Connector, you will first need to select an object (i.e. a Data Connection, Data Container or Data Expression) in the <u>Object window</u>.

When you have selected an object in the Object window, you can edit the

properties of your chosen object by using the Properties fields provided in the Properties window.

Properties	
Connection ID	
2	
Connection Type ID	
19	
Connection Name	
Sage Accpac (Auto Connect)	
Use Auto Connection System	v
Server Name (blank for local engine)	
@AUTO_CONN_SERVER@	
Database Name	
@AUTO_CONN_CATALOG@	
User ID	
@AUTO_CONN_USER@	
Password	
@AUTO_CONN_PASSWORD@	
Use Time with Dates	
Date Format (to pass to Driver)	
YYYYY-MM-DD	
Date Time Format (to pass to Driver) - I	Disabled
YYYY-MM-DD hh:mm:ss	
Date/Time Delimiter (to pass to Driver)	
ľ	
Connection Type	
Pervasive ODBC Client Interface	
Use Connection Variables	
Consolidation Connection	
Show Advanced	
The second reaction to be second	

To save any changes you make to the properties of your chosen object, you must click the **Apply** button.

The Connector also includes a standard windows Menu bar and a <u>Connector Toolbar</u> to simplify the use of the *Sage Accpac Intelligence* software functionality.

Home > Connector > Getting Started > The Toolbar

Connector Toolbar

The Connector toolbar has various icons which perform several functions as follows:

lcon	Function	Description
Đ	Add	Enables the user to add a Data Connection, Data Container or a Data Expression.
Ē	Delete	Enables the user to delete their selection.
	Properties	Properties Displays context specific field properties.
3	Refresh	Refreshes on screen properties of the selected object.
	Сору	Copies the selected object to the clipboard.
Ē	Paste	Pastes an object from the clipboard into the selected object.
	Move To	Moves a connection or a container.
*	Check/Test	Checks that the selected object will function correctly.
و تم ا	Sample Data	Takes a 50 row sample from the selected Source Data Container and displays this data on the SAI Data Screen.
۲	Apply Metabase Update	Applies a supplied Metadata Hot fix or Service Pack.
ð	Import report	Enables the import of reports into your system.
2	Help	Launches the Help Files.

Home > Connector > Data Connections > Data Connection

Data Connection

A <u>Data Connection</u> holds the relevant connection information to connect to a supported ODBC or OLEDB compliant Data Source. This Data Connection object is then used for all connections to this Data Source. By adding a Data Connection the System Administrator can make data available from this Data Source.

To display the properties of your Data Connection, select a Data Connection and on the Toolbar, click the Properties button . The Data Connection Properties window will appear.

Properties	
Connection ID	
2	
Connection Type ID	
19	
Connection Name	
Sage Accpac (Auto Connect)	
Use Auto Connection System	$\overline{\mathbf{v}}$
Server Name (blank for local engine)	
@AUTO_CONN_SERVER@	
Database Name	
@AUTO_CONN_CATALOG@	
UserID	
@AUTO_CONN_USER@	
Password	
@AUTO_CONN_PASSWORD@	
Use Time with Dates	
Date Format (to pass to Driver)	
YYYYY-MM-DD	
Date Time Format (to pass to Driver) - Dis	abled
YYYY-MM-DD hh:mm:ss	
Date/Time Delimiter (to pass to Driver)	
Connection Type	
Pervasive ODBC Client Interface	
Use Connection Variables	
Consolidation Connection	
Show Advanced	
P SHOW ADVANCED	

To Hide/Unhide advanced properties check/uncheck the Show Advanced option Show Advanced.

Property	Description
Connection	A Technical Key Value used to identify the Data

ID	Connection.
Connection Type ID	Value used to associate the Data Connection with a Connection Type
Use Auto Connection System	The Auto Connection System is a system used to automate a connection to a data source at report execution time. This system allows the database connection properties for reports to be set at execution time and not to be hard wired into the Connection in the Connector. See <u>Auto Connection System</u> for further details.
Connection Name	The name assigned by the Administrator for the Data Connection
User ID	The user ID that will be used to gain a connection to the underlying Data Source.
Password	The Password that will be used to gain a connection to the underlying Data Source
Use Time with Dates	Forces the full Date and Time values to be passed to the underlying database system. If this option is not selected the Date Format (to pass to Driver) will be enabled and the format specified will be used, otherwise the Date Time Format (to pass to Driver) will be enabled and the format specified will used. See <u>Connection</u> <u>Date Time Formats</u> for further information.
Date Format (to pass to Driver)	The Date format that the underlying Database System expects Dates to be presented in. This is the format that <i>Sage Accpac Intelligence</i> will convert dates to, before passing them to the underlying system. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager Interface. It is not the Date that a user of the Report Manager has to use. For a full list of the expected Date Formats for supported

	Connection Types please check <u>Connection</u> <u>Date Formats</u> for further information. This is only available when Use Time with Dates is not selected.
Date Time Format (to pass to Driver)	The Date Time format that the underlying Database System expects Dates/ Times to be presented in. This is the format that <i>Sage</i> <i>Accpac Intelligence</i> will convert dates to before passing them to the underlying system. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager Interface. It is not the Date that a user of the Report Manager has to use. This is only available when Use Time with Dates is selected. See <u>Connection Date</u> <u>Time Formats</u> for further information.
Date/Time Delimiter	This is the Date Delimiter that the Connection expects dates to be prefixed and suffixed with. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager Interface. Most systems use a single quotation mark (') for this while some use a hash (#) symbol.
Connection Type	Sets the type of the Data Connection

Home > Connector > Data Connections > Add a Data Connection

Add a Data Connection

A <u>Data Connection</u> holds the relevant connection information to connect to a supported ODBC or OLEDB compliant Data Source. This Data Connection object is then used for all connections to this Data Source. By Adding a Data Connection the Connector can make data available from this Data Source.

To add a new Data Connection, double click on and select the relevant Connection Type (driver) to use for the Connection by clicking on it in the object window, for example, select .



Add a Data Connection:

1. On the Toolbar, click the **Add** button **B**. The **Connection Info**

dialog box appears

Connection Info		x
<u>S</u> ystem:		
Pervasive ODBC Client Interface	∆dd	
Connection Name		i.
	Cancel	
Server Name (blank for local engine)		
Database Name		
<u>U</u> serId:		
Password:		
Use Auto Connection System		

- 2. In the Connection Name box type the name of your connection. Note: Depending on the Connection Type of the Connection being created, certain values will need to be entered to specify how the data is accessed (some connection types will allow you to browse for data using the buttons to the right of the text boxes). Where paths or folder names are required for creating a Data Connection always use the Universal Naming Convention as opposed to using drive mappings. For example \\Servername\c\mydata\ as opposed to X:\mydata where X is a mapped drive to \\Servername\c\. This will ensure that reports against this Data Connection can be run from any workstation regardless of drive mappings.
- 3. In the **Server** box, browse to or add your server name.
- 4. in the **Database Name** box, enter the name of your SQL Database.
- 5. In the **User id:** box type your User Id: if you have security settings on the data folder.
- 6. In the **Password** box type your password for the above entered

User Id.

- 7. Click on **Add.** The new Connection should now appear in the <u>Object window</u>.
- 8. To test the Connection, on the Toolbar, click the **Check/Test** button.

Home > Connector > Data Connections > Auto Connection System

Using the Auto Connection System

In order for Sage Accpac Intelligence to communicate via ODBC to any database, these values need to be resolved:

- Server Name
- Database Name
- User ID
- Password

The Auto Connection System in *Sage Accpac Intelligence* is used to automate a Connection between a data server and data source at report execution time.

The Auto Connection System takes care of the above values by passing all these critical values during the company log on process to *Sage Accpac Intelligence*. Especially if more than one server (Database Host) and database exists on the network, this feature proves very helpful to automate seamless integration to automatically use the relevant logged in server and company.

X
Add
C
Cancel

Notice the following four field variables values of the Connection Properties:

• Server: @AUTO_CONN_SERVER@

The @ signs indicates that upon report runtime some variable value is expected to be supplied. In the case of the above string it's the appropriate MySQL Server name to access the data.

Therefore the relevant MySQL server PC's name will be automatically supplied by the Auto Connection System.

• Database Name: @AUTO_CONN_CATALOG@

The above string indicates the expected value to be supplied by the Auto Connection System upon report runtime of any report is the relevant Database Folder.

Therefore the specific currently opened company's equivalent Database Folder will be supplied by the Auto Connection System.

• User ID: @AUTO_CONN_USER@

This string indicates that the MySQL server's User ID field that is logged into *Sage Accpac Intelligence* would be automatically supplied by the Auto Connection System.

• Password: @AUTO_CONN_PASSWORD@

This string indicates the MySQL's password that *Sage Accpac Intelligence* is using that would be automatically supplied by the Auto Connection System upon report runtime.

Automatic Query and Response Dynamics

All *Sage Accpac Intelligence* reports that are run, are passed the Auto Connection Properties (automatic query prompt running in the back ground) for the 4 mentioned variables to be specified first before data can be extracted from the database.

In response the relevant 4 variables values are supplied in accordance with the specific company opened and the relevant MySQL Server PC name.

Home > Connector > Data Containers > Data Container

Data Container

A <u>Data Container</u> is simply a set of Data which is made available (published) by the Connector which will allow users access to the data using the Report Manager Interface. The source of this data can be either a Database <u>Table</u>, <u>View</u>, <u>Stored Procedure</u> or a custom <u>Join</u> based on two or more Tables/Views.

To display the properties of your <u>Data Container</u>, select a Data Container and on the Toolbar click the Properties button .

The Data Container properties window will appear.

Properties	
Container ID	Apply
10	
Published Container Name	1
SalesMaster 3-0 (AE-PVS)	
Description	
Order Entry Invoices and Order Entry Credit and Debit Notes - Sourcec	
Connection ID	
2	
Source Container Type	
Join 💌	
Source Container (Join)	
"OESHDT"	
LEFT JOIN "ARCUS" ON "OESHDT", "CUSTOHER" =	
"ARCUS". "IDCUST"	
LEFT JOIN "ARGRO"	
ON "ARCUS". "IDGRP" = "ARGRO". "IDGRP" LEFT JOIN "ICITEM"	
ON "OESHDT". "ITEM" =	
Timeout Enguiries After (Seconds)	
600	
Container Licensed To	
Container Owned By	
Alchemex (Pty) Ltd	
Execute Script on Use	
Show Advanced	-

Property	Description
Container ID	A Technical Key Value used to identify the Data Container
Published	The name assigned by the System Administrator for

Container Name	the Data Container
Description	A description for the Data Container
Connection ID	A Technical Key Field for the Data Connection to which the Data Container is assigned
Source Container	The name of the underlying Source Data Structure (TABLE, VIEW or STORED PROCEDURE) or a supported SQL JOIN to define a set of Data. Note that selection for the Source Container Type property must reflect what is held in this Source Container property
Source Container Type	This is used to specify how the underlying source data is held. Set this to TABLE if it is simply a single data structure (most common), to a VIEW if it is a virtual table based on a query and to a JOIN if it is a logical combination of data from two ore more tables defined using a SQL join.
Timeout Enquiries After (Seconds)	 Allows a threshold to be set for the amount of time that Sage Accpac Intelligence will spend attempting to query the Data Container. Set this to 0 for Sage Accpac Intelligence to wait indefinitely for execution to complete. Set this to -1 for Sage Accpac Intelligence to use the defaults settings of the underlying database system. Note that this setting may have no effect for certain underlying Database systems. For more information on troubleshooting Timeouts see Timeouts
Container Licensed To	Sets the Company that has been authorised to import reports that use this container. If this property is left blank then anyone can import and use the Container. See <u>Container Protection</u> for further information.

Container	Sets the Company that is the owner of the original Container and all those created on import to other
Owned By	systems. See <u>Container Protection</u> for further information.

In Addition to these container properties you can also view a list of reports that have been created from this container. Right Click on the container and choose **Show Dependencies**.

The following screen will display, listing the reports that are dependent on this container.

Home > Connector > Data Containers > GoTo Container

GoTo Container

The Data Container that a report is running from can be viewed from within the Report Manager module. This makes it easier to identify the source container to which tables or expressions must be added should the reports running from this container need updating.

Step by step process:

- 1. Double click the report.
- 2. Double click Source container.
- 3. Right click the report.
- 4. Click Goto Container in Connector Tool.



5. The following dialog box will appear asking if you would like to open another instance of the Connector.



- 6. Click Yes.
- 7. Your container that the selected report is running from will now be selected in the Connector.

Home > Connector > Data Containers > Add Data Containers
Add Data Containers

A <u>Data Container</u> is simply a set of data which is made available (published) by the Connector which will allow users access to the data using the <u>Report Manager Interface</u>.

The source of this data can be either a <u>Database Table</u>, <u>SQL Join</u>, <u>View</u>, <u>Graphical Join</u>, <u>Stored Procedure</u>, or a SQL Query. Once you have configured your new <u>Data Connection</u> you will need to select your data containers which contain your source data.

Add a Data Container:

- 1. Open the Connector.
- 2. Select a Data Connection : Sage Accpac (Auto Connect)



- 3. On the Toolbar, click \square .
- 4. The Select the Container Type dialogue box appears



- 5. Click **OK** to accept the default container type, which is **Table**, allowing you to add single containers.
- 6. The Publish Data dialog box appears

AP_Analysis [1 AP_AnalysisReportWrk [1 AP_AnalysisWrk [1 AP_ARClearingDetail [1	Null]	[Null] [Null]	TABLE TABLE TABLE TABLE
AP_AnalysisReportWrk [1 AP_AnalysisWrk [1 AP_ARClearingDetail [1	Null] Null]	[Null] [Null]	TABLE
AP_AnalysisWrk [1 AP_ARClearingDetail [1	Null]	[Null]	
AP_ARClearingDetail [1		[]	TABLE
	Null]	FR. 1. 117	
AP_ARClearingHeader []		[Null]	TABLE
	Null]	[Null]	TABLE
AP_ARClearingReca [N	Null]	[Null]	TABLE
AP_ARClearingRegis [N	Null]	[Null]	TABLE
AP_ARClearingRestart []	Null]	[Null]	TABLE
AP_AssignVendorTa [1	Null]	[Null]	TABLE
AP_Audit [1	Null]	[Null]	TABLE
AP_CashRequiremen [N	Null]	[Null]	TABLE
AP_ChangeVendorsV [1	Null]	[Null]	TABLE 🖕
< ~		ay 1 104	

7. Select the tables that you want to report on and click **OK**. The new Data Container(s) should now appear in the Object Window.

8. **Note:** You can choose Table to add a container and then change the Container Type afterwards to a Join or a Graphical Join if you later decide to join this table to other tables. See <u>Joining Tables</u> for more information.

To check that your chosen Data Containers are working and accessible, select the Data Container in the <u>Object Window</u> and on the Toolbar, click the **Check/Test** button which checks that the selected object will function correctly.

Home > Connector > Data Containers > Joining Tables

Joining Tables

Using the Sage Accpac Intelligence Connector, Data is made available through the addition of Data Containers and relevant Expressions. The source of the underlying data can be a Table, a View, a Stored Procedure or a user defined SQL Join or a Graphical Join. To create a Container based on a SQL Join, the System Administrator should add a data container, selecting the option "SQL Join" from the Select Container Type window and providing a name for the container. Then, before adding Expressions, you would type in the join syntax in the Source Container (Join) field. The Source should thus be the FROM clause (excluding the FROM keyword) of a SQL guery that would define the join. The syntax of the Join can be verified by using the Check/Test facility for the Container. When the SQL join is verified to be correct, the Administrator can choose to Add Expressions. The expression list will then include all Fields from all the Tables in the Join. There are two main SQL Join styles that are used by Database Systems. For some systems either will work while for others only one of the methods might work. It is recommended where possible to use Syntax 2 (the newer ANSI style Join).

Join Syntax 1

TABLE1, TABLE2, TABLE3 WHERE TABLE1.KEYFIELD = TABLE2.KEYFIELD AND TABLE2.KEYFIELD_2 = TABLE3.KEYFIELD

e.g.

timesheet, employee, department
WHERE timesheet.employee_id = employee.id
AND employee.department_id = department.id

Join Syntax 2

TABLE1 [INNER | LEFT | RIGHT] JOIN TABLE2 ON TABLE1.KEYFIELD = TABLE2.KEYFIELD [INNER | LEFT | RIGHT] JOIN TABLE3 AND TABLE2.KEYFIELD_2 = TABLE3.KEYFIELD

e.g.

```
timesheet
INNER JOIN employee
ON timesheet.employee_id = employee.id
INNER JOIN department
ON employee.department_id = department.id
INNER JOIN ON
```

NOTE: Some systems allow tables to have names, which include space characters. Where this is the case then it is necessary to surround table names and field names with square brackets.

The matrix below shows which styles of joins are supported by the most common Database Systems.

	Pervasive ODBC 32	ODRC	DBASE	SQL	Access	Oracle
Joins (Old WHERE style)	YES	YES	YES	YES	YES	YES
Joins (New ANSI)	NO	YES	YES	YES	YES	NO

Creating a Graphical Join

To create a Container based on a Graphical Join, the System Administrator should add a data container, selecting the option "Graphical Join" from the Select Container Type window and providing a name for the container. Then, before adding Expressions, the System Administrator would create the joins between the tables by adding tables within the Graphical Join tool, then dragging the relevant field from one table and dropping it onto the appropriate field in the joining table. The illustration below displays two joins between 3 tables.



An Inner Join is created by default, which can be changed by right clicking on the join box on either side of the join and selecting Outer join. The reverse polarity option on the shortcut menu switches the join between a Left or Right Join.

The SQL syntax for the join can be viewed by selecting the check box "Show SQL".

Once the joins have been created they should be verified by using the Check/Test facility for the Container. On closing of the Graphical Join tool the join will be displayed as a SQL syntax. When the SQL join is verified to be correct, the System Administrator can choose to Add Expressions.

Changing from a Join to a Graphical Join

You may change existing joins to a Graphical Joins but on doing so you will have to recreate the join within the Graphical Join tool.

- 1. To change the source container type from a Join to a Graphical Join, select the arrow in the Source container type field and select Graphical Join.
- 2. Then click the **Apply** button. The container properties window will now display a Graphical Join Tool button.

Properties	
Container ID	Annhu
1017	Apply
Published Container Name	<u>^</u>
Accounting	
Description	_
 Connection ID	
2	
Source Container Type	
Graphical Join	
Graphical Join Tool	
Join SQL	
<pre>((("AP_Audit" INNER JOIN "AP_CheckHeader" ON "AP_Audit"."Date" = "AP_CheckHeader"."VendorNo") INNER JOIN "AP_Division" ON "AP_CheckHeader"."CheckDate" = "AP_Division"."CashAcctKey")</pre>	
INNER JOIN "AP_InvoiceMemo"	
Show Advanced	⊽ -

3. Select the **Graphical Join tool** button, add the required tables, create the joins then click the **Apply** button to accept your changes.

Home > Connector > Data Containers > Adding a Graphical Join Container

Adding a Graphical Join Container

Sage Accpac Intelligence supports the use of a Graphical Join as the source for Data Containers.

Adding a Graphical Join Container – Step by Step

- 1. In the Connector add a new Container to your Connection.
- 2. When prompted to Select the Container Type choose **Graphical Join**.



- 3. Enter a descriptive name for the container.
- 4. Press **OK** to complete adding the container.
- 5. Select the newly created container and in the right hand side of the screen select the Graphical Join tool button.
- 6. Select the tables that you wish to have participate in this graphical join. Join the tables by dragging primary fields in one table onto the secondary fields in the next table.
- 7. Once you have added the tables and joins that you require click **Apply** to complete adding the graphical join container.
- 8. Right click on the new Container and click **Add Expressions**. When prompted for the Expression Type to add choose **Data Fields**.

9. The list of fields that the View holds will appear. Select those fields which should be available for reporting on and click **OK**.

The Container should now be ready to be used in Reports.

Home > Connector > Data Containers > Adding a Table Container

Adding a Table Container

Sage Accpac Intelligence supports the use of a single Table as the source for Data Containers.

Adding a Table Container – Step by Step

- 1. In the Connector Tool add a new Container to your Connection. When prompted to Select the Container Type choose **Table**.
- 2. The Container name will default to the Table name.
- **3**. When prompted select the Table that you would like to use as the source for this Data Container.
- 4. Press **OK** to complete adding the container.
- **5**. Right Click on the new Container and choose **Add Expressions**. When prompted for the Expression Type to add choose **Data Fields**.

The list of fields that the Table holds will appear. Select those fields which should be available for reporting on and click **OK**. The Container should now be ready to be used in Reports.

Home > Connector > Data Containers > Adding a View Container

Adding a View Container

Sage Accpac Intelligence supports the use of a View as the source for Data Containers for certain Database systems.

Adding a View Container – Step by Step

- 1. In the Connector, add a new Container to your Connection. When prompted to Select the Container Type choose **View**.
- 2. The Container name will default to the View name.
- 3. When prompted select the View that you would like to use as the source for this Data Container.
- 4. Press **OK** to complete adding the container.
- Right Click on the new Container and choose > Add Expressions. When prompted for the Expression Type to add choose Data Fields.
- 6. The list of fields that the View holds will appear. Select those fields which should be available for reporting on and click **OK**. The Container should now be ready to be used in Reports.

Home > Connector > Data Containers > Find and Replace

Find and Replace

The Find and Replace feature in the Connector lets you change all instances of a name change, for example a table name that has changed.

- **1**. Open the Connector and right click on the affected container.
- 2. Select Find and Replace
- **3**. Enter the existing table name under **Find What** and the new name under **Replace With**.

ind What	documentines		
Replace <u>W</u> ith	documententries		
Express	eld Sources	Include in Replace Expression Names Expression Sources Expression Lookups Container Source	

- 4. Tick all expressions you would like to effect and also select what to include in the replacement by selecting the relevant tick boxes.
- 5. Select **OK**
- 6. Confirm by selecting **Yes**.
- 7. The following screen will confirm that the find and replace was successful.



Home > Connector > Data Containers > Container Protection

Container Protection

Sage Accpac Intelligence uses protection at a Container and Container Expression Level to protect intellectual property. This means that advanced data modeling in relational databases and advanced SQL Expressions can be protected when reports are distributed. To enforce this protection Sage Accpac Intelligence stores information about who **Container is Owned By** (the original Container and all those created on import to other systems) and who the **Container is Licensed To**. Such information can be viewed on the properties screen of a container when you check the **Show Advanced** button at the bottom of the properties screen.

Container Licensed To	
Anyday Accountants	
Container Owned By	
Alchemex (Pty) Ltd	

The **Owner of a Container** is the Company (*Sage Accpac Intelligence* licensed company) that created the original Container. The Ownership and protection options of a Container can only be changed by the **Owner of the Container** on Export of the report and using a Solution Developer license. Unless the Ownership options are changed all Containers created in destination systems will retain the original Owner on import.

The **Container Licensed To** property specifies the Company (*Sage Accpac Intelligence* licensed company) that has been authorised to import reports that use this container. Authorisation is performed by the Owner of the Container on Export. If this property is left blank then anyone can import and use the Container.

The **Owner of a Container** can also specify protection options for an Export File and its Container at Export. See <u>Exporting Reports with</u> <u>Protection</u> for more information.

The Owner of a Container can also remotely unlock the Container, for a

client using the container, using the "Generate Unlock Pin Codes" facility supplied (Solution Developer License only). See <u>Unlocking A Container</u> <u>and Expressions</u> for more detail.

A **Container Owner** may set up a trust relationship between a report End User and a Third Party (e.g. outsourced report writer) in order to facilitate remote modifications to reports. For more information see the topic <u>Importing a Report licensed to another Company</u> for details on. Home > Connector > Data Containers > Stored Procedures

Stored Procedures

Sage Accpac Intelligence supports the use of Stored Procedures as the source for Data Containers for certain Database systems. For a list of the supported systems please go to <u>Stored Procedure Supported Databases</u>.

Adding a Stored Procedure Container - Step by Step

- 1. In the Connector add a new Container to your Connection. When prompted to Select the Container Type select **Stored Procedure**.
- 2. Enter a descriptive name for the Container.
- 3. When prompted to Specify the Stored Procedure details enter the name of the Stored Procedure and any Input Arguments for the stored Procedure. In the example below the Stored Procedure is called **sp_sales_by_region** and it expects a integer argument for the Year and a string argument for the Continent.

Stored Procedure <u>N</u> ame:	1. Enter the name of the Database Stored Procedure	
sp_sales_by_region	2. Enter a comma delimited list of input parameters. This list	
Input Arguments:	must match those expected by the Stored Procedure. e.g. 1,3, 'abc', '01 Nov 2004'. Leave blank if the Stored Procedure	
1999, 'Europe'	expects no arguments.	
Call Syntax	3. Delimit Non-numeric arguments in the list with single	
sp_sales_by_region (1999.'Europe')	quotation marks (e.g. 'abc').	
Show instructions	4. Note : Use Pass Through Container Variables to dynamically parameterise the Stored Procedure at report run time. e.g. '@STARTDATE@','@ENDDATE@',@CUSTID@	
OK Cancel	(see help file for more details)	

- 4. Click **OK** to complete adding the Container.
- Right click on the new Container and select <u>Add Expressions</u>. When prompted for the Expression Type to add select **Data** Fields.
- The list of fields that the Stored Procedure returns will appear. Select those fields which should be available for reporting on and click **OK**. The Container should now be ready to be used in

Reports.

Dynamically Setting Stored Procedures Input Arguments at Report Run Time - Step by Step:

To dynamically parameterize reports that use a Stored Procedure that expects input arguments the Container must be used in conjunction with <u>Pass Through Variable(s)</u>. The defined Pass Through Variables must in turn be defined as Parameters on the report.

- 1. Add <u>Pass Through Variable(s)</u> to the Container.
- 2. Add Parameters to the report based on the Container Pass <u>Through Variable</u> Expressions create in Step 1.
- 3. Edit the Source Container property of the Container to include the Pass Through Variable defined codes in the stored procedure input argument list. For the example above the syntax would be:

@YEAR@, @CONTINENT@

where @YEAR@ and @CONTINENT@ are the Expression Source (or Variable Code) property values of defined Pass Through Variables within the Container. **Note**: When a stored procedure expects non numeric (e.g. text based inputs) then the Variable code must be prefixed and suffixed with a single quotation mark (').

Limitations of Using Stored Procedures as Containers

The following limitations exist when using Stored Procedures as Data Containers:

- Only Expression Fields of types Data Field and Pass Through Variable can be used in the Container. SQL Expression and Excel Formula type expressions are not supported.
- Reports that use Stored Procedure type containers cannot use Filters or Aggregate Filters. Filtering can only be achieved with a combination of Report Parameters, Pass Through Variables and Stored Procedure Input Arguments.
- Stored Procedure must return a single data set only.
- Only a single Stored Procedure can be used in a Container. Stored Procedures cannot be joined.

Home > Connector > Data Expressions > Data Expressions

Data Expression

A <u>Data Expression</u> is a field in a Data Container chosen by the Connector to be available through the Report Manager Interface. To display the properties of your Data Expression, select a Data

Expression and on the Toolbar click the Properties button .

The Data Expression properties window will appear.

Properties		
Expression ID	F	Apply
460		whhia
Expression Name		÷
ACCOUNTCATDESC		
Expression Source		
RTRIM("GL_AccountCategory"."Ac	countCategoryDes	
Expression Type		
SQL Expression	•	Γ
Allow Viewing	v	
Allow Filtering	v	
Allow Sorting	v	
Allow Lookups	~	
.ookup Type		
SQL Statement Defined	•	
.ookup SQL SELECT Statement		
SELECT DISTINCT RTRIM ("GL_AccountCategory"."Account FROM "GL_AccountCategory" ORDE ("GL_AccountCategory"."Account	ER BY RTRIM	
Data Type VarChar	<u>•</u>	

To Hide/Unhide advanced properties check/uncheck the Show Advanced button Show Advanced.

Property	Description
Expression ID	This is a Technical Key Identifier for the Data Expression
Expression Name	The Name or Alias for the Data Expression

The Source Data Field Name of the underlying data for the Data Expression or a SQL Expression or an Excel Formula depending on the Expression Type (see below)
This indicates the type of expression that is being used. By default it is set to Data Field and in this case will be referring to a single column in an underlying Data Table. It can also be set to SQL Expression to allow a raw SQL expression to be used (including the use of the ODBC drivers available Functions), or to Excel Formula. In the last case Excel formulae can be specified in the Expression source. No equal sign should be used to prefix the formulae. When Excel formulae are used here then to reference other Data Expressions in the formula use their Expression Names. E.G. CONCATENATE(Category," - ",ProductName). If the Expression names have spaces or other non Alpha-numeric characters in them then simply replace these characters with underscores in your Excel Formula
Allow users to Report on this Expression. This setting allows the user to add this expression as a column to a report. If switched off it does not stop reports functioning that were created before the setting was changed
Allow users to filter on this Expression. This setting allows the user to add this expression as a filter to a report. If switched off it does not stop reports functioning that were created before the setting was changed
Allow users to perform sorting using this Expression. This setting allows the user to add this expression as a sort field to a report. If switched off it does not stop reports functioning that were created before the setting was changed

Allow Lookups	Allow users to perform lookups on this Expression which will make Parameter Lookup Lists available for this Expression. This option should only be used on Data Expressions which are expected to have a fairly limited set of distinct values. Using Lookups against large diverse data sets can vastly hinder system performance
Lookup Type	Sets where the Parameter Lookup List dataset is pulled from. See Defining Parameter Lookups for further information.
Data Type	The underlying data type for the Expression. If you change an Expression to be of Expression Type SQL Expression then you should pick the correct Data type that the Expression is expected to return

Home > Connector > Data Expressions > Add Data Expressions

Add Data Expressions

Adding a <u>Data Expression</u> enables the system administrator to choose the data fields (publish) from the Data Container(s) which are available through the Report Manager.

Once you have selected your <u>Data Container(s)</u> which contain your source data you will need to add your Data Expression.

Add a Data Expression:

1. Select a Data Container.



- 2. On the Toolbar, click the **Add** 🔳 button.
- 3. The Select the Expression Type to Add dialog box will appear.



- 4. For Field(s) in a Table choose the Data Field(s) option. If Data Fields are being added to a Container that uses more than one Table then you will be prompted for the Tables to add fields from. Select the Tables. A Choose Publish Fields dialog box which contains your data container fields will appear.
- 5. Select the fields that you want to be available in your container (and will be available for reporting) and click **OK**.

Name	BASETABLENA	BASESCHEMA	BASI 4
SalespersonDivisionNo	SalesP2		
SalespersonNo	SalesP2		
 SalespersonName 	SalesP2		
AddressLine1	SalesP2		=
AddressLine2	SalesP2		
AddressLine3	SalesP2		
City	SalesP2		
State	SalesP2		
ZipCode	SalesP2		
CountryCode	SalesP2		
 TelephoneNo 	SalesP2		
TelephoneExt	SalesP2		
 EmailAddress 	SalesP2		
· · · · · · · · · · · · · · · · · · ·	111		•

6. The new Data Expression(s) should now appear in the Object Window.

Home > Connector > Data Expressions > Edit a Data Expression

Edit a Data Expression

To edit a <u>Data Expression</u>, select the Data Expression which you want to edit and on the Toolbar click the properties <u>button</u>. The properties window will be displayed.

Amend your Data Expression properties and click OK to save your changes.

Property	Description
Expression ID	This is a technical key identifier for the expression
Expression Name	The Name/Alias for the Expression
Expression Source	The Source Data Field Name
Expression Type	This indicates the type of expression that is being used. By default it is set to Data Field and in this case will be referring to a single column in an underlying Data Table. It can also be set to SQL Expression to allow a raw SQL expression to be used (including the use of the ODBC drivers available Functions), or to Excel Formula. In the last case Excel formulae can be specified in the Expression source. No equal sign should be used to prefix the formulae. When Excel formulae are used here then to reference other Data Expressions in the formula use their Expression Names. E.G. CONCATENATE(Category," - ",ProductName) . If the Expression names have spaces or other non Alpha- numeric characters in them then simply replace these characters with underscores in your Excel Formula.
Allow Viewing	Make this Expression available for using in a Report Column
Allow Filtering	Allow users to filter on this Expression

Allow Sorting	Allow users to perform sorting using this Expression
Allow Lookups	Make Parameter Lookup Lists available for this Expression
Lookup Type	Make Parameter Lookup Lists available for this Expression
Data Type	The underlying data type for the Expression. If you change an Expression to be of Expression Type <i>SQL Expression</i> then you should pick the correct Data type that the Expression is expected to return.
Home > Connector > Data Expressions > Using Excel Formulae in Data Expressions

Using Excel Formulae in Data Expressions

There are two ways of using Excel Formulae in Data Expressions. You can either choose to add an Excel Formula from the add data expression field or you can add a normal data field and then change its properties to an Excel Formula.

To add an Excel Formula from the Add Data Expression window:

1. Once you choose Excel Formula you are prompted to type in name for the expression as shown below:

Enter a name for the Excel Expression			
Product & Category			
	ОК	Cancel	

2. Type in a name then click OK. The following screen displays, prompting you for the Excel formula:



3. Type in the formula, then click OK.

The other method in creating Excel Expressions is as follows:

- 1. Add a data expression by using the normal method (see Adding Data Expressions).
- 2. On the properties window of the new data expression, change the

Expression Type from a Data Field to an **Excel Formula**.

3. In the Expression Source field, type in the correct syntax for the expression type chosen, then click the apply button. An example of what the properties window should look like is shown below.

Properties	
Properties	
Expression ID	Apply
580 -	-oppiy
Expression Name	-
Product & Category	
Expression Source CONCATENATE (ProductName,".",Category)	
Expression Type	
Excel Formula.	
	•
OK	Cancel

Here the standard Excel CONCATENATE function has been used to combine the contents of the two Data fields ProductName and Category and with a dash in between them. Note that the formula does not begin with an Equal sign. *Sage Accpac Intelligence* allows the names of Columns to be used in the Excel Formulae through the way it applies named ranges to the raw data sheet in a report. Where the word ProductName has been used then the report is resolving this through a named range for that column. The Data Expressions ProductName and Category must be included as Display Columns in your report for this Excel Formula Data Column to work.

For more information on understanding how Sage Accpac Intelligence applies Named Ranges to its data area see the topic <u>How Data is</u>

<u>Rendered</u>. For further information on the Excel Functions that can be used refer to your Microsoft Excel Help file.

Home > Connector > Data Expressions > SQL Expressions

Using SQL in functions in Expressions

Expressions can be modified to include SQL functions and operations. To do this, type in the SQL syntax into the Expression Source property and change the Expression Type to SQL Expression. The SQL functions available are specific to the ODBC driver used by the connection type for the container. For information on the available functions for a connection type see the Help files or documentation provided for the driver. As an example you may have a text field in a table called AccountNo which is a seven digit code. The first three digits may be significant as they signify a high level Main Account while the last four digits signify a Sub Account. To strip the Main Account out from the AccountNo you can create an expression that simply takes the first three characters from the AccountNo. First add a new expression selecting the AccountNo field. Select the new field and rename it "Main Account". Then uncheck the "This is a Base Field" property and modify the Expression Source. For a SQL Server connection type the syntax would be:

```
SUBSTRING([table].[field],1,3)
```

The syntax for this example for some other systems are shown below:

• Pervasive:

SUBSTRING("LedgerMaster"."AccountNo",1,3)

Access:

LEFT([LedgerMaster].[AccountNo],3)

• SQL Server:

SUBSTRING([LedgerMaster].[AccountNo],1,3)

Some of the most common uses for SQL functions are:

- Stripping out parts of a text field (shown in the above example).
- Casting one data type to another (e.g. a Date stored as a text field could be cast to a real date).
- Performing mathematical operations (e.g. Summing two fields).

• Returning a certain value based on some logic (e.g. Returning the text YES whenever a certain boolean field is equal to 1).

Note that you cannot use an expression name within a SQL expression, you have to use the expression source.

Home > Connector > Data Expressions > Using Pass Through Variables in Data Expressions

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 *Sage Accpac Intelligence* 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 *Sage Accpac Intelligence* 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 paramaterise a number of Union Child Reports.

Terminology

- **Pass Through Variable** A special type of Container Expression used to hold a variable value that can be used within a report.
- **Pass Through Variable Code** The Expression Source property defined as a unique code prefixed and suffixed with @ symbols. This code can be used in Report Filters, Report Aggregate Filters and in other Expression Source properties. Where literal values are usually placed in filter comparison values the Pass Through Variable Code may be substituted.
- **Pass Through Variable Value** The value held within a Pass Through Variable during the execution of a Report. Note that the value can only be set through a Report Parameter based on the Pass Through Variable. Note that the lifetime of the Pass Through Variable Value is from when the value is set during report parameterization to when the report execution completes.

What can Pass Through Variables be used for?

Pass Through Variables can thus be used to achieve the following:

- Dynamically modify the outcome of a Report Column through Display Fields that are based on Expressions which include Variables.
- To filter data in a report.
- Parameterize multiple Union Child Reports in a Report through a single Parameter selection.
- Parameterize multiple Reports in a report batch through a single Parameter selection.
- Apply multiple Filters that use a single Parameter which is based on a Pass Through Variable.
- Create Aggregate Parameters by using Aggregate Filters with Pass Through Variable based Parameters.
- Set Stored Procedure input arguments.

To define a Pass Through Variable - Step by Step

- 1. Add an expression to a container
- 2. When prompted for the type of expression choose "Pass Through Variable".
- 3. You will be prompted for a descriptive name for the Variable. Enter a name e.g. *Company Name*.
- 4. You will then be prompted for a Code for the Pass Through Variable. The code is a unique identifier for the Pass Through Variable. The code must be prefixed and suffixed with @ symbols. e.g. @*COMPANY*@. This code that you choose for the Pass Through Variable has no relation to any existing Expressions in the Container. The Code must however be unique within the Container and should preferably be unique within your *Sage Accpac Intelligence* System to prevent conflicts when using Pass Through Variables in Union Reports.

Note: having done this you may then use the code @COMPANY@ in any of the containers Expressions or any Report Filters to dynamically effect queries at report run time.

5. To set the Pass Through Variable Value you must define a Parameter on a report that uses the Pass Through Variable. Add a Parameter to a report in the usual way but specifying the defined Pass Through Variable as the expression to use for the Report. When you run the report you will be prompted for a Parameter which will then set the Pass Through Variable Value and any occurrences of the variable within the underlying queries will be replaced with variable value.

To Use a Pass Through Variable Within Another Container Expressions

1. Modify the Source Property of the Expression to include the Pass Through Variable Code. See the example below where a SQL Expression has included a Pass through Variable Code:

Properties	
Expression ID	
581	
Expression Name Company & Department	
Expression Source '@COMPANY@' + ' : ' + [department].[name]
Expression Type SQL Expression	
Allow Viewing	
Allow Filtering	
Allow Sorting	
Allow Lookups	
Lookup Type	
Direct from Container	
Data Type	
VarChar	

- 2. Add a Parameter to your report and choose the Pass Through Parameter Expression as the source.
- Run your report and enter a value for the Parameter "Company". The value that you enter for the parameter will be placed into the variable @COMPANY@ and substituted into the expression "Company & Department".

To Use a Pass Through Variable to Filter Data in a Report

- 1. Make sure that the Container that is used in your report has Pass Through Variable(s) defined as explained above.
- 2. Add a Parameter to your report based on the Pass Through Variable. Note that running the report and entering a value for the Pass Through Variable will have no effect on the report output until the Pass Through Variable Code has been added to a filter (or aggregate filter) as in step 3.

- 3. Add a filter to the report that you wish to based on an Expression that must be filtered in conjunction with the Pass Through Variable Code. Choose the relevant Comparison Method for the filter (e.g. Is Equal To) and then enter the code for the pass through variable (e.g. @COMPANY@).
- 4. Run the Report. The Parameter prompt will be used to set the Pass Through Variable value. This value will be substituted for the Pass Through Variable code (@COMPANY@) in the Filter set in step 3 and will thus effect the output of the report Query (through the SQL WHERE clause).

To Use a Pass Through Variable to Filter Aggregated Data in a Report

Follow the steps as outlined in "To use a Pass Through Variable to Filter Data in a Report" but in step 3 use an Aggregate Filter instead of a standard Filter.

To Use a Pass Through Variable Within Multiple Union Sub Reports

When a Union Report runs the individual Union Sub Report queries are executed and the data placed into a single Excel Workbook. Although the underlying queries are executed independently and possibly against different Databases the Pass Through Variables that are populated become available for the remaining scope of the Union Report execution. This means that a Pass Through Variable defined in a container for the first Union Sub Report is set as the first Union Sub Report is executed. The Variable can then be reused in the subsequent Union Sub Reports. This can be useful to avoid multiple Parameter popup boxes where the Union Sub Reports require similar parameterisations. An example is described below:

The first Union Sub Report needs to pull Ledger Balances for the Account ACC001 and the second Union Sub Report needs to pull Transactions for the same account. The first Report is based on the Container "General Ledger" and the second report is based on the Container "Ledger Transactions". To create a Union Report that achieves this but with a single parameter screen you could do the following:

1. Define a Pass Through Variable called Account with code

@ACCOUNTNUM@ in the container "General Ledger".

- 2. Create a union Report that uses the pre-created reports "Ledger" (based on General Ledger container) and "Transactions" (based on Ledger Transactions" container).
- 3. On the report "General Ledger" add a Parameter based on the Pass Trough Variable Account created in step 1.
- 4. On the report "General Ledger" add a Filter based on the Container Field AccNum with Comparison Method "Is Equal To" and with Comparison Value as @ACCOUNTNUM@.
- 5. On the report "Transactions" add a Filter based on the Container Field AccNum with Comparison Method "Is Equal To" and with Comparison Value as @ACCOUNTNUM@.
- 6. **Note**: Make sure that the order of the Union Sub Reports is "Transactions" first and then "General Ledger".

The reason for this is that Union Reports use a LIFO (Last In First Out) technique with Sub Reports and thus the "General Ledger" Sub Report will execute first and the Pass Through Variable will be set upfront and thus also be available to the report "Transactions".

Defining Parameter Lookups

When a report has <u>Parameters</u> defined for it a user may use the lookup facility to pick parameters from a database list (see <u>Running a Report</u> <u>with Parameters</u> for more details). By default the parameter list is pulled directly from the Source Container of the report. Often this can be very time consuming and load heavily on the underlying database and often there is a more logical place to pull the list from.

An example of this might be where your report is pulling information from a large transactional table (e.g. Sales) and a parameter is defined on the report against a Customer Account code. The Customer Account Code might also be defined in a smaller reference data table (e.g. Customers) and it would make sense to then define this as the lookup table.

To do this locate the underlying expression for the Parameter in the Connector and set Lookup Type property to the appropriate lookup type. *Sage Accpac Intelligence* supports the following lookup types:

• Direct from Container (Default)

This option will cause Lookups to be drawn directly from the Source Container. Note that this is inefficient if the source container contains more than one table however it will only bring back entries where they are contained in the container.

• SQL Statement Defined

This option allows you to insert a SQL statement which will be used to define the Lookup. This is useful where you want maximum control over the values that are returned in the Lookup. Using this option requires that you are familiar with SQL and with any SQL specifics of the Database system being accessed. Once you select this option and click the Apply button a new property named *Lookup SQL SELECT Statement* will appear and you can edit it to customise the lookup.

• SQL Statement Defined (Code & Desc Pair)

This option allows you to insert a SQL statement which returns a code & description pair for each data item to be returned in the Lookup. The Description is displayed in the Lookup but the Code of the selected Lookup item is used for the Parameter Value. This is useful where the parameter value required is not meaningful to the user. An example

would be where Store Code is required as a Parameter Value, however users only know stores by the Store Name. By using a Code & Desc Pair Lookup, the Store Names will be displayed in the Lookup list but the Store Code will be passed through as the parameter value when a Store Name is selected from the list. Using this option requires that you are familiar with SQL and with any SQL specifics of the Database system being accessed. Once you select this option and click the Apply button a new property named *Lookup SQL SELECT Statement* will appear and you can edit it to customise the lookup.

• Text File

This option allows you to specify a text file which will be used to define the Lookup. The text file must contain a single item on each line. Using Text Files can be useful when the list provided in a parameter lookup is very specific. Where a normal SQL lookup might bring back some items which are not relevant to a user then a Text File can be used to populate with just the relevant items. It should be noted that the text files that are used for Lookups lie outside of the Containers and are not bundled with a Report that is exported for redistribution. The text files would need to be implemented in the target system manually.

Home > Connector > Testing > Check/Test

Check/Test

The **Check/Test** feature enables checks to be run on objects selected in the <u>Object Window</u> to make sure that they will function correctly.

This is especially useful when advanced options are used for an Object. For example when changing a Data Containers source from a simple Table to a SQL Join then this function can be used to check the SQL against the Source Database System, OR when using it against a Connection Object it will test that the Connection can be established.

Home > Connector > Testing > Sample Data

Sample Data

The Sample Data icon is enables a sample of data to be viewed from a source container in a Sage Accpac Intelligence Data Screen. The sample includes 50 Rows with all columns from the underlying source.

Note that the sample brings back all fields regardless of what expressions have been published for the container.

This feature is useful in the MetaData mapping process and allows a quick way to view and choose the fields that should be published. It is also useful when used on individual expressions, especially when using SQL expressions to ensure that the syntax you have used will achieve the desired result.

Note that the Sample Data feature cannot be performed on a container or a container expression where the connection server and database names are set as pass through variables. Home > Connector > Maintaining the Connector > Apply Metabase Update

Apply Metabase Update

Occasionally upgrades and fixes become available for the Metadata structure.

When these are supplied they can be applied through this feature using the **Update Metabase** button (6) available on the Toolbar in the Connector.

Home > Connector > Maintaining the Connector > Connection Override

Dynamic Connections

For some systems it is useful for Reports to prompt for connection information at run time. In this way a Report user can specify where data is coming from at run time. To achieve this, a connection needs to be modified by the System Administrator to be dynamic. This is an advanced administrative function. To achieve this the System Administrator modifies any of the connection properties using free text in a PROMPT format or a PICKLIST format.

If a PROMPT is used then a user is simply prompted to enter free text for the information required.

For a PICKLIST the user is supplied with choices for the information. When the user supplies a given piece of information *Sage Accpac Intelligence* offers the facility to cache the information for the remainder of the session. If the user chooses to cache the information then they will not be asked for the information again and the cached information will be assumed for all subsequent references to the connection. The text that the System Administrator must enter for a PROMPT is of the format:

```
PROMPT=<Prompt text here>
```

For example:

In the **Server** Property of a SQL Server connection enter the following:

PROMPT=Please specify server name

The user will then be prompted at run time with a dialog box with the prompt "Please specify server name"

Please specify server name	OK
	Cancel
1	

The text that the System Administrator must enter to supply the user with a PICKLIST is of the format:

PICKLIST=<PromptText>;<DESCRIPTION_1>::<TECH_INF0_1>;<DESCRIPTION_2>

For example in the Access Database (*.mdb) Property enter:

PICKLIST=Where is Your Data;Office::X:\Data\Filofax2002.mdb;Online::

The user will then be supplied with a PICKLIST titled "Where is Your Data" and with the three choices Office, Online and At Home.

Select: Where is Your Data	
Office Online At Home	
OK Cance	

Note that a PICKLIST or prompt format cannot be used on a connection if the Connection is using an "Auto Connection System"

Home > Connector > Maintaining the Connector > Date Formats

Date Formats

Different database systems store and recognise dates in different formats. *Sage Accpac Intelligence* attempts to hide this detail from its end users by translating dates at run time into a recognizable format before passing the date to the underlying Database System. In order for *Sage Accpac Intelligence* to know how the Database System is expecting the dates, the Data Connection (property **Date Format**) in the Connector is pre configured. Additionally, different Database Systems expect dates to be delimited with different characters. This is also configured on the Data Connection object as the property **Date Delimiter**.

For the end user dates in report Parameter boxes can always be picked using the *Sage Accpac Intelligence* Calendar thus hiding the common problems that occur with ambiguous date formats. The list below shows date formats that are recognized by some of the more common Database Systems.

	Date Format	Date Delimiter	
Pervasive	M/DD/YYYY	I	
DBASE	YYYY/MM/DD	#	
SQL Server	DD-MMM- YYYY	I	
Access	M/DD/YYYY	#	
Oracle	DD-MMM- YYYY	I	

Note: Changing these settings on a Connection or Connection Type object can cause report execution problems and may cause incorrect date ranges to be returned. For supported Connection types in the *Sage Accpac Intelligence* Connector you should not change the settings for these fields.

Selecting Dates in Report Parameters

It is preferable to use the *Sage Accpac Intelligence* Calendar when selecting Dates in Parameters. If you prefer to key in Date values for a Report Parameter or Filter it is best to use the format **dd mmm yyyy** to avoid ambiguity and Date errors. e.g. 19 January 2008 OR 19 Jan 2008. In this way *Sage Accpac Intelligence* can unambiguously translate the date into the format expected by the underlying Database system. The *Sage Accpac Intelligence* Calendar is shown below:

5	Select Date						
	2010		-	▼ April			
	S	М	Т	W	Т	F	s
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
ОК				Canc	el		

Home > Connector > Maintaining the Connector > Time Formats

Time Formats with Dates

By default when filtering and paramatizing reports, Date and Date Time fields are treated as Dates only. This is, since commonly information in Databases is stored by date and the time component is deemed insignificant.

In certain situations it is necessary to paramatize on the Date and the Time. To force *Sage Accpac Intelligence* to pass full Date and Time values to the underlying database system you must check on the advanced property **Use Time with Dates** option on the specific connection in the Connector. If you do this all Dates will be passed through to the Database as Date and Time for reports belonging to the connection. Additionally the *Sage Accpac Intelligence* Calendar (shown below) that is used in report parameterization will include a Time selection option.

Selecting Date Times in Report Parameters

It is preferable to use the *Sage Accpac Intelligence* Calendar when selecting Dates Times in Parameters. If you prefer to key in Date Time values for a Report Parameter or Filter it is best to use the format **dd mmm yyyy hh:mm:ss** to avoid ambiguity and Date errors. e.g. 19 January 2008 13:15:00 or 19 Jan 2008 13:15:00.

In this way *Sage Accpac Intelligence* can unambiguously translate the date and time into the format expected by the underlying Database system.

Home > Connector > Maintaining the Connector > Configuring the Rendering Engine

Configuring the Sage Accpac Intelligence Rendering Engine

The Sage Accpac Intelligence data rendering engine can be configured to include or omit certain steps in the rendering process.

Note that these changes are global and affect how all your *Sage Accpac Intelligence* reports run. The default settings should only be changed if there is a specific reason for the change. Usually these settings are only changed when trying to isolate problems for slow running or problematic reports.

To change configuration settings Launch the Connector. Select the *Sage Accpac Intelligence* Enterprise object in the Object Window and on the Tools menu click **Configure Excel Output Engine**.

The screen shown below will appear:

Set Config Options for Excel Output Engine		
Configure your Excel Output Engine here. Warning: This will affect how all Reports Run on all Workstations.		
✓ Refresh Add-In Links	-	
Vite Book Summary Information		
✓ Refresh Pivot Table Data		
✓ Name Ranges and Update Excel Formulae		
Force Book Recalculation		
✓ Allow Running of Add-Ins		
✓ Allow Running of Template Macros		
✓ Allow Autoformatting of Data Sheet		
Allow Retaining of Run Instances		
Set Config Options for Excel Output Engine		
Configure your Excel Output Engine here. Warning: This will affect how all Reports Run on all Workstations.		
✓ Allow Run Instance Auditing	-	
✓ Allow Output File Generation		
✓ Take Tight Control of Excel		
✓ Take Tight Control of WorkBook		
🔽 Allow Book to Close on Completion		
Automatically Activate Reports		
Lock Windows when Locking Workbooks		
$\overleftarrow{\mathbf{v}}$ Forces Reports to Abort if no data returned		
Allow Render Delays for User Cancel		
Refresh Excel Formulae in Raw Data		
Maintain Pivot Cache Cube Connections		
✓ Attempt Repair Colorless Charts in Excel 12		
Allow Running of Render Hook		

Toggle on or off the required settings and then click **OK**. Each setting corresponds to a step performed by the *Sage Accpac Intelligence* rendering engine. Switching the setting off will stop that step from running for all reports until such time that the setting is set back on.

An explanation for each option is listed below:

- **Refresh Add-In Links** Refreshes links in Excel to Add-In libraries. This option is necessary when functions are used in your workbooks that are outside of the standard Excel function set (e.g. functions in the Analysis Toolpak add-in).
- Write Book Summary Information Writes report summary information to each workbook.
- **Refresh Pivot Table Data** Refreshes Pivot Table data for all pivot tables in a report.
- Name Ranges and Update Excel Formulae Applies *Sage Accpac Intelligence* standard Name Ranges for data columns and data ranges as well as updating formulae which might reference Named Ranges. N.B. Do not switch this option off if any of your reports use Named Ranges or *Sage Accpac Intelligence* Excel Formulae type expressions defined in your Data Containers.
- **Force Book Recalculation** This option instructs the workbook to recalculate all formulae after data has been rendered. If you switch this option off then your reports will have to be manually recalculated by the user. It is best not to turn this option off.
- Allow Running of Add-Ins This step runs the *Sage Accpac Intelligence* Add-in functions defined on reports. Only switch this option off for debugging purposes.
- Allow Running of Template Macros This step runs the Template Macros defined on reports. Only switch this option off for debugging purposes.
- Allow Autoformatting of Data Sheet This step facilitates the automatic formatting of raw data sheets, e.g. column widths.
- Allow Retaining of Run Instances This step facilitates the saving of
report instances at run time.

- Allow Run Instance Auditing This step facilitates the saving of report audit instances at run time.
- Allow Output File Generation This option allows reports to be saved to a specific location.
- **Take Tight Control of Excel** Allows *Sage Accpac Intelligence* to take tight control of Excel while running a report. This is to stop a user from causing problems with a report while it is running. Switching off this option could cause your reports to be unreliable and is not recommended. Use this option for debugging problematic reports only.
- **Take Tight Control of Workbook** Allows *Sage Accpac Intelligence* to take tight control of the Excel Workbook for a report while running a report. This is to stop a user from causing problems with a report while it is running. Switching off this option could cause your reports to be unreliable and is not recommended. Use this option for debugging problematic reports only.
- Allow Book to Close on Completion This option allows reports to be closed on completion automatically. This option is generally used for reports which have been set to run unattended.
- Automatically Activate Reports This option allows *Sage Accpac Intelligence* to activate reports on completion, for example, you want to run a number of reports in sequence on a monthly basis, so set a command in the properties of the first report to automatically run the next report as soon as it has run, and so on.
- Lock Windows when Locking Workbooks This option can be used to select the way you wish *Sage Accpac Intelligence* to Lock Workbooks when the "Protect the Output Book" option is used on a report. Leaving the option on will cause Workbook Windows to be locked as well as the Workbook Data and structure. Switching it off will only lock Workbook data and structure and not the actual Workbook Window.
- Forces Reports to Abort if no data returned This option can be used to configure the way in which a report that obtains no data during its "Data In" phase continues. If this option is set on then the report will

abort, saving some time. If the option is set off then the report will continue to run but with no data.

- Allow Render Delays for User Cancel This option is used to allow a user the option of canceling a report while it is running data into Microsoft Excel. This option, although useful, significantly slows down the data out phase of a report run. Switch this option off to speed report execution time. If you have problematic reports that need the user cancel facility then this option should be checked on.
- **Refresh Excel Formulae in Raw Data** If Excel formulae are used in a container and then in a report, it can come through uncalculated or with errors. Selecting this option will force Microsoft Excel to recalculate these.
- **Maintain Pivot Cache Cube Connections** For cube reports this instructs Excel to keep a database connection to the cube open while the book is open so that each drill down in the pivot table does not need to reconnect to the cube. If this option is off (the default) then Excel reconnects to the cube on each Pivot query.
- Attempt repair Colorless Charts in Excel 12 Some templates that were created in Microsoft Excel 2003 or earlier versions lose their colors when run out into Microsoft Excel 2007 due to a change between versions. This option attempts to run out the reports and repairing the chart colors.
- Allow Running of Hook A workbook generated by the running of a report, can be customized by an external dll.

Home > Connector > Maintaining the Connector > Compacting MetaData

Compacting MetaData

Compacting your MetaData occasionally can result in improved system performance. Depending on your usage levels it may be desirable to do this more often.

- 1. Select File
- 2. Then select Compact Metadata



3. A message that *Sage Accpac Intelligence* must shut down will appear.



- 4. Select Yes.
- 5. The Maintenance Utility will then open.



- 6. Select Compact SVD.
- 7. A Confirm message box will open.



- 8. Select Yes
- **9**. The *Sage Accpac Intelligence* Maintenance Utility window will be populated with commands as it gets executed.
- 10. When it has completed, a message will appear, asking you to delete the

backup file after verifying that *Sage Accpac Intelligence* is working correctly.

Completed	l Successfully	X
j	Completed compacting. Compact ratio = 0%. Please delete the backup file that this utility created when you have verified that alchemex is working correctly. The file is (C:\Sage\Sage Accpac\BXDATA\PVS\alchemex_backup.svd).	
	ОК	

- 11. Select **OK**
- **12**. The backup file can either be deleted or kept as an additional backup.

Home > Connector > Direct SQL Query Tool > Direct SQL Query Tool

Direct SQL Query Tool

The Direct SQL Query tool allows direct interrogation via SQL of data within your Connector defined Data Connections. The query tool allows only SELECT queries and {call} type queries for stored procedure execution (if supported). UPDATE, DELETE and INSERT and DDL (Data Definition Language) queries are not allowed.

Launch the tool from your Connector.

Click on **Tools**, **Direct Query Tool**, and then edit and execute SQL queries.

To execute a Query either choose:

- Query > Execute or
- Press the F5 key

If a certain part of the Query text has been highlighted then only this portion of the query will be executed.

Note that the **SQL syntax from driver to driver may differ**. Consult the documentation for a each system for more information.

Query results can be displayed in the tools own query results grid or it can be rendered directly into a new Excel Workbook. To toggle the output modes choose the menu item:

- Query > Results to grid or
- Query > Results to Excel

A Direct SQL Query window is shown below.

Alchemex : SQ	L Query	- 0 X
File Edit Query	/ Insert Help	
SELECT * FRO	M	
	Connection : [RKL Trading Demo]	1

Query files can be saved and opened from the **File** menu.

Home > <u>Report Manager</u> > Overview > How Data is Rendered

How Data is Rendered

Sage Accpac Intelligence always outputs the data for a report to the first (left most sheet) in a workbook. Subsequent worksheets in the workbook are available for you to create your report output formats.

The expression names for the columns in the report are placed in the first row of the worksheet as the column headings. *Sage Accpac Intelligence* then uses Named Ranges on the data columns and the used data range. Although these Named Ranges do not have to be used by the rest of the report they can be useful and provide more clarity in formulae and ranges that you use in your report formulae and Pivot Tables. *Sage Accpac Intelligence* names each column of raw data with the same name as the Column Heading for the column but replaces any special characters (which are not allowed in named ranges) with underscore characters.

Note: When you use Excel Formulae in your *Sage Accpac Intelligence* Data Containers then you should reference columns in the raw data by their Named Range headings. For example if you have a Data Expression called *Order Date* in your container and you want a Data Expression that uses an Excel Formula to extract the month from the Order Date then you could create a Data Expression of type Excel Formula and then set the source to *MONTH(Order_Date)*. Here we have used the standard Excel Formula *MONTH* and referenced the *Order Date* expression. Note that an underscore has been used to replace the space character between the words Order and Date (since special characters are not allowed in Named Ranges).

If a column in a report has a column heading beginning with a numeric then the Name Range applied to the column will be prefixed with an underscore (Since Named Ranges cannot begin with a numeric). You will also need to bear this in mind if you reference such a field using an Excel Formula in a Container Data Expression.

Lastly *Sage Accpac Intelligence* names the range of all the Columns in the Raw Data range as **RawDataCols** and the range of the Rows and Columns used by the Raw Data as **RawData**. These two named Ranges can be very useful when Pivot Tables feed off the Raw Data. Rather than using the column ranges (e.g. *Sheet1!\$D:\$J*) for the source of a Pivot Table use the Named Range RawData (or RawDataCols), e.g. *Sheet1!RawData*. In this way if new Display Columns are later appended to a report then the Range of the Pivot Table(s) will not have to be extended to include these (since with the Named Range the inclusion will be automatic). Home > <u>Report Manager</u> > Overview > Report Manager Interface

Report Manager Interface.

The Report Manager Interface allows users to design and manage their own reports and to display results in Microsoft Excel.

SAMINC - [B/X Report Manager]	×
	1100 V /
Dbject Home Analysis Dashboard Demonstration Designer Financials Invertory Metrics and KPIs Sales Sales	Properties MetaData Repository Location C:\Sage\Sage Accpac\EXDATA\PVS\ Auto Connect Server Auto Connect Catalog SAMINC Auto Connect User Active Accpac Company SAMINC

To use the functions of the Report Manager Interface you will first need to select an object (i.e. a Folder or Report) in the Object window.

When you have selected an object in the Object window, you can edit the Properties of your chosen object by using the Property fields provided in the Properties window.

To save any changes you make to the Properties of your chosen object, you must click the **Apply** button.

The Report Manager Interface also includes a standard windows menu bar and a <u>Report Manager Toolbar</u> to simplify its use.

Home > <u>Report Manager</u> > Overview > Report Manager Toolbar

Report Manager Toolbar

The Report Manager Toolbar has various Icons:

lcon	Name	Description
Đ	Add	Add Enables the user to add new folders and reports.
Ē	Delete	Delete Enables the user to delete their selection.
	Properties	Properties Displays context specific object properties.
Ø	Refresh	Refresh Refreshes on screen properties of the selected object
	Сору	Copy Copies the selected object to the clipboard
E	Paste	Paste Pastes an object from the clipboard into the selected object
	Move To	Move To Moves a connection or a container
*	Check/Test	Check/Test Use this to check that a report satisfies minimum requirements to function correctly. Minimum requirements are that at least one Column is selected and that if a template has been assigned to the report then that the template exists.
	Run	Runs a report.
®	Run Sample	Run Sample Runs a report using just a sample of the data (sample size is specified by the user). Useful when designing and testing reports that are data intensive.
	Create template	Create Template Enables the user to create a template for the current report from an open Excel workbook
Ų	Un-link Template	Unlink Template Enables the user to unlink a template from the current report

~	Design	Design Allows the user to design a report by opening its template in Excel for modification
A	Lock	Locks the current report
1	Unlock	Unlocks the current report
3	History	Displays a Reports Run History
2	Help	Display Help Files
\diamond	Export a Report	Export a Report Enables the export of reports for import to other <i>Sage Accpac Intelligence</i> systems
	Generate Scheduler Command	Generate Scheduler Command Generates the command to run the report unattended
⊳	Run Report Batch	Run Report Batch Runs all the reports in the chosen folder from top to bottom
¥	Add Consolidation report	Runs a report that contains macros with the purpose of consolidating data from various other workbooks
٩	Unlock Excel	It is possible that if a report runs into rendering problems Excel can be left locked. Clicking this will unlock Excel and allow user interaction
4 9	Security Manager	Opens the Security manager

Home > <u>Report Manager</u> > Overview > Using Shortcut Keys

Using Shortcut Keys

You can use various shortcut keys as follows:

Shortcut Key	Description		
CTRL-R	In the Report Manager Tool, this runs the selected report		
CTRL-N	Moves to the next object in the Object Window		
CTRL-P	Moves to the previous object in the Object Window		
CTRL-O	Displays the properties of the selected object		
CTRL-C	Copies the selected object		
CTRL-V	Paste an object from the clipboard		
DEL	Deletes the selected object		
SHIFTIn the Connector holding down the Shift I will toggle the display in the Object Wind to show the Container and Expression Source property value instead of Object name. This provides a quick method why trying to locate specific expressions			
F12	Adds a child object to the selected object		
F2	Renames the selected object		
F5	Refreshes the object list		

Home > <u>Report Manager</u> > Working with Reports > Report Folders > Creating a Folder

Creating a Folder

A folder enables the user to manage reports in a logical subject grouping. For example, a Sales folder will typically contain all sales related reports.

To create a new folder:

- 1. Select the Sage Accpac Intelligence Home Object in the Object Window.
- 2. On the Toolbar click the Add icon 🔳 button.

🕼 SAMINC - [B/X Report Manager]		
File Action Report Tools Windo	w <u>H</u> elp	_ 8 ×
Object	Properties	
and Home	MetaData Repository Location	Apply
Analysis Analysis	C:\Sage\Sage Accpac\BXDATA\PVS\	Apply
Dashboard	Auto Connect Server	<u> </u>
Demonstration		
Financials	Auto Connect Catalog	
Triventory	SAMINC	
Metrics and KPIs	Auto Connect User	
Purchases		
Sales	Active Accpac Company	
	SAMINC	
P		T
10).		10 Objects

1. The following dialogue box will appear.

Enter a name for the Folder					
	OK	Cancel			

- 2. Enter a name for your folder (e.g. Sales, Inventory)
- 3. Click OK.

The new folder should now appear in the **Object Window**.

Home > <u>Report Manager</u> > Working with Reports > Report Folders > Edit Folder Properties

Edit Folder Properties

To edit the properties of a Folder, select the Folder you want to edit and on the Toolbar click the **Properties** button . The Properties window will be displayed.

Properties	
Properties	
Folder ID	Apply
10	
Folder Name	
Sales Dashboard	
Description	_
	-
ОК	Cancel

Enter your amendments and click **Apply**.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Edit Report Properties

Edit Report Properties

To edit the properties of a Report, select the Report you want to edit and click the **Properties** button . The Properties window will be displayed. Enter your amendments and click **Apply**.

A report property which is not available on this properties screen is the **source container** (the container from which this report was created).

To view this information:

- 1. In the object window, double click on the report.
- 2. Double click on **Source Container**.
- 3. The source container name will then be displayed beneath the source container line.
- 4. If you wish to go to this container within the Connector then proceed as follows:
 - a. Right click on the source container name (the name which appeared in step 3).
 - b. Select **Goto Container**. (See also <u>Goto Container</u> Topic)
 - c. Click Yes to continue.
 - d. The Connector will open displaying the source container.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Ways of Working with Filters and Parameters > Comparison Methods

Comparison Methods

Comparison Methods are used with Filters and Parameters to refine or limit the rows that are returned to a report. Note that when doing string comparisons, the comparisons may or may not be case sensitive. This will depend on the underlying data source. An Example for each comparison method is shown below:

Comparison Method	Example	Search Objective	Alpha/Numeric
Equal To	South Africa	True when the expression contains 'South Africa.'	Both
Greater Than	100	True when the expression is greater than 100.	Both
Less Than	100	True when the expression is less than 100.	Both
Greater Than Or Equal To	100	True when the expression is greater than or equal to 100.	Both
Less than Or Equal To	100	True when the expression is less than or equal to 100.	Both
ls Like	%S%3%	True when the expression is contains an 'S' and a '3' (but not before the	Alpha

		'S').	
Not Equal To	Ken	True when the expression is not equal to 'Ken'.	Both
Begins With	Darang	True when the expression begins with 'Darang.'	Alpha
Ends With	К	True when the expression ends with 'K'.	Alpha
Contains	Woodridge	True when the expression contains the text 'Woodridge'.	Alpha
Does Not Begin With	doc	True when the expression does not begin with 'doc'.	Alpha
Does Not End With	S	True when the expression does not end with 's'.	Alpha
Does Not Contain	@	True when the expression does not contain '@' symbol.	Alpha
Is Not Null		True when the expression is Not Null.	Both
		True when the	

Is Null		expression is Null	Both
Is In	1,3,4	True when the field is equal to one of the values in the comma separated list.	Both
Is Not In	1,3,4	True when the field is not equal to any of the values in the comma separated list.	Both
Is Not Like	%S%3%	True when the expression does not container an 'S' and a '3' (but not before the 'S').	Alpha
Is In Sub Query	Report ID	True when the results from a field are contained within the results from the specified Sub Query Report.	
Is Not In	Report ID	True when the results from a field are not contained within the	

Sub Query		results from the specified Sub Query Report.	
Is In Parallel Query	Report ID	True when the results from a field are contained within the results from the specified Sub Query Report.	
Is Not In Parallel Query	Report ID	True when the results from a field are not contained within the results from the specified Sub Query Report.	

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Ways of Working with Filters and Parameters > Like Operator

Like Operator

The Like Operator is used in Filters and Parameters for doing pattern matching. Combinations of literal characters and wildcard characters can be used to locate patterns. The two wildcard characters that are supported by most Data Access Drivers are the _ (underscore) wildcard; which means any single character, and the % (percent) wildcard; which means any zero or more characters. For example the pattern _a_b% would match any words that have an 'a' as the second character and a 'b' as the fourth character.

Additional symbols for pattern matching are supported by some Data Access Drivers. These may include:

Symbol(s)	Meaning	Example
[]	Any single character within the specified range ([a-f]) or set ([abcdef]).	'[A-J]%' is requesting words having the first letter between A and J.
#	Any single numeric character.	'A#%' is requesting words beginning with an A and having a numeric in the second position.
[^]	Any character not within the specified range ([^a-f]) or set ([^abcdef]).	'S[^I]%' is requesting words beginning with S and not having a 1 in the second position.

System Variables

System <u>variables</u> 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 will be replaced with the current date. To select a System Variable when adding a Filter or Parameter click the System Variable button and the Enter Comparison Value screen. The Select System Variables screen (shown below) will appear. Select the required System Variable and click OK.

Name	Current Value	-
@DATE@	30 April 2010	
@YEAR@	2010	=
@MONTH@	4	1
@DAY@	30	
@MONTHNAME@	April	
@WEEKDAY@	6	
@DAYNAME@	Friday	
@MONTHSTART@	01 April 2010	
@MONTHEND@	30 April 2010	
@PRIORYEAR@	2009	
@PRIORYEAR1@	2009	
@PRIORYEAR2@	2008	
@PRIORYEAR3@	2007	
@PRIORYEAR4@	2006	
@PRIORYEAR5@	2005	-

Custom System Variables

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. Each Variable must be added on a separate line under the section and must also be added to the comma separated list defined in the **Active** key under the **[GlobalSysVars]** section. An example of two Custom System Variables defined in the **Alchemex.ini** file is shown below. With this example the System Variables @FINYEARSTART@ and @FINYEAREND@ will be available to all reports in the Sage Accpac Intelligence system.

[GlobalSysVars] Active=@FINYEARSTART@,@FINYEAREND@ @FINYEARSTART@=01 March 2004 @FINYEAREND@=28 February 2005

System Variable Format

System Variables must always be prefixed and suffixed with a single @ symbol and must contain no other occurrences of an @ symbol. System Variable names must be unique. System Variables that do not comply to this format will not be recognized by *Sage Accpac Intelligence*.

Considerations when using System Variables in Reports

It should be noted that Custom System Variables are defined in the Alchemex.ini file. Due to this the set of Custom System Variables will vary from site to site. If Custom System Variables are used on a report intended for distribution then the same definitions will have to be created at the destination sites. Ordinary System Variables are available to all *Sage Accpac Intelligence* sites without the requirement to create them. This means that Reports intended for distribution should avoid using Custom System Variables where possible.
Listing Available System Variables

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

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Columns > Add or Remove Columns

Add or Remove Columns

Adding or removing Columns enables the user to manage the data that will be displayed in the report by identifying what Columns should be included or removed.

Add Columns to your report:

- 1. Select the report where you want to add columns
- 2. In the Object Window, click on the **Columns** Tab.



3. In the Object Window, click on the **Add** button ______, the **Choose Column Fields** dialog box will be displayed.

	NDESC		•
ARDMISIO	NNO		-
AUDTDAT	E		=
AUDTUSE	R		
CONAME			
CUSTOME	RCODE		
CUSTOME	RCODENAME		
CUSTOME	RNAME		
CUSTOME	RTYPE		-

4. Select the Columns you would like to add to your report and click on **OK**.

You have now successfully added Columns to your report.

To Remove Columns

- 1. In the Properties Window, select the Columns that you would like to delete.
- 2. Click the **Remove** button.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Columns > Edit Column Properties

Edit Column Properties

To edit the Properties of a Column, select the Column you want to edit and on the Toolbar click the Properties button . The **Properties** window will be displayed.

Properties		
Properties		
Sequence		Apply
1016		- 401015
Name		
DOCNO		
Aggregate Function		
[None]	-	
Omit from Group By		
Source Expression Name		
DOCNO	-	
Source Expression ID		
409		
		<u> </u>
	OK	Cancel

Whilst editing columns, you can change the Aggregate Function.

An example where you would use an Aggregate Function is if you want to sum sales by Customer.

Before using an Aggregate function, the report needs to have an unique identifier such as an Invoice number. Also ensure the report does not have too many variables, then the function will not work.

Use the drop down arrow on the Aggregate Function Field to make your selection as follows:

Aggregate Function	Description
None	No aggregate function is applied to the Column and no data grouping occurs.

Average	The average value for this Column will be used and the remainder of the fields which have no aggregate functions applied will be grouped into distinct rows.
Count	A count value for this Column will be used and the remainder of the fields which have no aggregate functions applied will be grouped into distinct rows.
Maximum	A Maximum value for this Column will be used and the remainder of the fields which have no aggregate functions applied will be grouped into distinct rows.
Minimum	A Minimum value for this Column will be used and the remainder of the fields which have no aggregate functions applied will be grouped into distinct rows.
Sum	A Sum value for this Column will be used and the remainder of the fields which have no aggregate functions applied will be grouped into distinct rows.

When you have made your selection click on **OK**.

Aggregate functions can be applied to multiple columns at once by selecting the columns, right click and selecting **Apply Aggregate**. Please note only value fields can have an Aggregate function.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Columns > Change order of Columns

Change Order of Columns

Changing the order of Columns changes the order of the data Columns in Excel. To change the order of columns for reporting, select the Column that you would like to move.



Use the **Move Up** or **Move Down** buttons to change the order of your columns. Alternatively drag and drop the columns into order.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Filters > Add or Remove Filters

Add or Remove Filters

Adding or removing Filters enables the user to refine or limit the rows of data that will be displayed in the report. To add or remove Filters from your report, select the report where you want to add or remove Filters and then click on the Filters Tab.

The existing Filters that you have selected will be displayed.



Add Filters:

1. In the Properties Window, click the **Add** button ______ and the **Choose Filter Field** dialog box will appear.

ARDIVISIONDESC ARDIVISIONNO		
AUDTDATE		Ξ
AUDTUSER		
Company & Department CONAME		
CUSTOMERCODE		
CUSTOMERCODENAME		
CUSTOMERNAME CUSTOMERTYPE		-
	ОК	Cancel

- 2. Select the <u>Filter Field</u> you would like to add to your report and click **OK**.
- 3. The **Choose** <u>**Comparison**</u> Method</u> dialog box will appear.

Equal To Greater Than			······
Less Than			-
Less Than Orl			1
Greater Than	Dr Equal To	,	_
ls Like Not Found To			
Not Equal To Begins With			
Ends With			
Contains			-

Choose your comparison method and click **OK**.
 The **Enter** <u>Comparison Value</u> window will appear.

lue		
	•	0
OK	Can	cel
	OK	<u> </u>

- 5. You may now either:
 - Enter your Comparison Value in the field provided, or
 - Use the lookup button a selection Comparison Values, and click OK.
- 6. **Note:** The Lookup facility will only be available if it has been enabled in the Connector for this expression. See <u>Add Data Expressions</u>.
- Use the Select System Variable button to view a list of System Variables, and click **OK**.
 Note: For further information about System Variables see <u>System</u> <u>Variables</u>.
- 8. The new Filter should now appear on the Filters Tab.

To remove Filters, in the Properties Window, select the Filters that you would like to delete and click the **Remove** button.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Filters > Edit Filter Properties

Edit Filter Properties

To edit the properties of a Filter, select the Filter you want to edit and on the Toolbar click the Properties button . The **Properties** window will be displayed.

Properties		
Properties		
Sequence		Apply
1038		- Cheby
Name		Ĥ
ITEM TYPE		
Comparison Operator		_
Not Equal To	•	
Filter Value		
5	▼ 0	
Use 'OR' Logic		
Prefix With Logic Break (Г	
Suffix With Logic Break)	Г	
Source Expression Name		
ITEM TYPE		
Source Expression ID		
432		
Filter Type		
		-
	ОК	Cancel

Enter your amendments in the active fields provided. For more help see using <u>Comparison Operators</u>.

Select the check box options according to your requirements as follows:

Check Box Option	Description
Use 'OR' Logic	By default when multiple filters are used on a report they are applied using Boolean AND logic. So for data to satisfy filters with AND logic all the filters must evaluate to true. When OR logic is used only one of the filters needs to

	evaluate to true.
Prefix With Logic Break (Where complex Boolean Logic is needed for combing filters that use combinations of AND and OR logic then logic breakers can be used to group filters together. Use this setting to prefix the filter with a logic breaker.
Suffix With Logic Break)	Where complex Boolean Logic is needed for combing filters that use combinations of AND and OR logic then logic breakers can be used to group filters together. Use this setting to suffix the filter with a logic breaker.

When you have entered your selections click on OK.

Column to Column Filtering

To filter data based on a comparison between two expressions, follow the steps below.

- 1. First add a normal filter as in *Adding a Filter* Topic choosing one of the Container fields that should participate in the Column to Column filter.
- 2. Then select the newly added filter (or Aggregate Filter) on the reports Filters Tab.
- 3. Press the Properties button on the Toolbar.
- 4. Scroll down on the properties window to the property *Filter Type*. Change the *Filter type* from **Normal Filter** to **Column to Column Filter** and click Apply.
- 5. The Property screen will update and the Comparator property will now be a drop down box of the available columns to Compare with.
- 6. Choose the column to compare with and apply the changes.

For a Column to Column filter the property window should look like this:

Properties		
Properties		
ITEM TYPE		Annha 1
		Apply
Comparison Operator		<u> </u>
Not Equal To	_	
Filter Value		
5	▼ 0	
Use 'OR' Logic		
Prefix With Logic Break (Γ	
Suffix With Logic Break)		
Source Expression Name		
ITEM TYPE		
Source Expression ID		
432		
Filter Type		
Column to Column Filter	-	
Logic Expression		
AND ITEM TYPE Not Equal To 5		
		-
	ОК	Cancel

Note that should you wish to export a report that uses a Column to Column filter, then on import thereof you have to reset the column to column filter . This is due to the fact that the expression ID on the column before export will not be the same as the expression ID on that same column after import. Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Filters > Change order of Filters

Change Order of Filters

Changing the order of Filters enables the user to pre determine the order in which the Filters are applied when running the report. To change the order of Filters for reporting, select the Filter that you would like to move.

Properties Colun	nns Filters Param	eters Sort Fields	Aggregate Filters	
Name	Comparison Op.		Use Or Logic	I Add
► ITEM TYPE CONAME	Not Equal To Equal To	COL : Expr 5 ABC	No No	
Contraine	Equa 10			Remove
				Move Up
				Move Down

Use the **Move Up** or **Move Down** buttons to change the order of your filters. Alternatively Drag and Drop the Filters into order.

Using Variables in Other Report Properties

Variables (<u>System</u> and <u>Pass Through</u>) variables can also be used in certain properties on a report to dynamically effect them when a report is run. Some scenarios where this might be useful are listed below:

Example 1

You are specifying an output file in the "Generate Output File" property on a report and you want the file name to not be totally hard coded but to be effected by the System Variable such as the today's date (@DATE@). In the "Generate Output File" property specify a file name such as C:\MyReports\Sales_@DATE@.xls

Whenever the report is then run a copy will be saved with the name "Sales_" plus the date.

Example 2

You are specifying an output file in the "Generate Output File" property on a report and you want the file name to not be totally hard coded but to be effected by a Pass Through Parameter on the report named @REGION@

In the "Generate Output File" property specify a file name such as C:\MyReports\Sales_@REGION@.xls

Whenever the report is then run a copy will be saved with the name "Sales_" plus the Parameter specified for the @REGION@ pass through variable.

Example 3

You are using the PublishSheet Add-In on a report to publish to an HTML output file using the "Run Add-Ins" property on the report. You want the HTML file name to be effected by a Pass Through Parameter on the report named @REGION@

In the "Run Add-Ins-" property specify something similar to this : PLPLUGA.C.PublishSheet(Pivot,\\myserver\intranet\reports\Sales_@REC Whenever the report is then run a copy will be published with the name "Sales_" plus the Parameter specified for the @REGION@ pass through variable.

Example 4

You are using the EmialSMTP Add-In on a report to email the report using the "Run Add-Ins" property on the report. You want the Email address to be dynamic based on a Pass Through Variable that is entered at run time. The pass through variable is named @EMAILTO@ In the "Run Add-Ins-" property specify something similar to this: PLPLUGA.E.MailSMTP(MySMTPServ13,@EMAILTO@,me@myservo.qq Sales Report,Please see attached file.,1,Report.xls) Whenever the report is then run a copy will emailed to the email address specified in the parameter for the pass through variable @EMAILTO@

Example 5

You have written a macro into your reports template file in Excel that requires a Sales Rep to be passed in at Run time. The Macro is called AnalyseSalesRep and takes one parameter for the Sales Rep Code. You have defined a Pass Through Variable in the container and on the report called @SALESREP@ that you wish to pass in to the Macro so it can perform some specific logic.

In the "Run Macros" property specify something similar to this: AnalyseSalesRep(@SALESREP@)

Whenever the report is then the Macro will receive the selected Sales Rep code and execute.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Parameters > Add or Remove Parameters

Add or Remove Parameters

Adding or removing Parameters enables the user to refine or limit the rows of data that will be displayed in the report based on Run Time user selections.

Add or remove a **Parameter** from your report:

- 1. Select the report where you want to add or remove Parameters and click the Parameters Tab.
- 2. The existing Parameters that you have selected will be displayed.



3. To add a Parameter, click on the **Add** button **Add**, the **Choose Filter Field** dialog box will appear.

ARDIVISIONDESC ARDIVISIONNO	
AUDTDATE	=
AUDTUSER	
Company & Department	
CONAME CUSTOMERCODE	
CUSTOMERCODENAME	
CUSTOMERNAME	
CUSTOMERTYPE	-

- 4. Select the <u>Filter Field</u> you would like to add as your Parameter and click OK.
- 5. The **Choose** <u>**Comparison**</u> Method</u> dialog box will appear.

=
*
ncel

Choose your comparison method and click OK.
 The Enter an Optional Default for the Parameter dialog box will appear.

Enter an Optional	Default for the	Parame	eter
		•	0
	OK	Car	ncel

- 7. You may now either:
 - Enter your <u>Optional Default</u> value in the field provided, or
 - Use the lookup button is to search for an Optional Default Value, and click OK.
- Note: The Lookup facility will only be available if it has been enabled in the Connector for this expression. See <u>Add Data Expressions</u>. Use the Select System Variable button to view a list of System Variables, and click OK.

Name	Current Value	
@DATE@	30 April 2010	1
@YEAR@	2010	Ξ
@MONTH@	4	
@DAY@	30	
@MONTHNAME@	April	
@WEEKDAY@	6	
@DAYNAME@	Friday	
@MONTHSTART@	01 April 2010	
@MONTHEND@	30 April 2010	
@PRIORYEAR@	2009	
@PRIORYEAR1@	2009	
@PRIORYEAR2@	2008	
@PRIORYEAR3@	2007	
@PRIORYEAR4@	2006	
@PRIORYEAR5@	2005	-

Note For further information about System Variables see <u>System</u> <u>Variables</u>.

9. The new Parameter should now appear on the Parameters tab.

To remove Parameters, select the Parameters that you would like to delete and click on the **Remove** button.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Parameters > Edit Parameter Properties

Edit Parameter Properties

To edit the properties of a Parameter, select the Filter you want to edit and click on the properties icon . The Properties window will be displayed.

Properties		
Properties		
Sequence		Apply
1039		-obbia
Name		-
Start Date		
Comparison Operator		
Greater Than Or Equal To	-	
Default/Prompt		
@MONTHSTART@	▼ 0	
Use 'OR' Logic		
Prefix With Logic Break (
Suffix With Logic Break)		
Source Expression Name		
DOCDATE		
Source Expression ID		
408		
Mandatory	V	
		-
	ОК	Cancel

Enter your amendments in the active fields provided. Click here for help on using <u>Comparison Operators</u>.

Check Box Option	Description
Use 'OR' Logic	By default when multiple filters are used on a report they are applied using Boolean AND logic. So for data to satisfy filters with AND logic all the filters must evaluate to true. When OR logic is used only one of the filters needs to evaluate to true.

Prefix With Logic Break (Where complex Boolean Logic is needed for combing filters that use combinations of AND and OR logic then logic breakers can be used to group filters together. Use this setting to prefix the filter with a logic breaker.
Suffix With Logic Break)	Where complex Boolean Logic is needed for combing filters that use combinations of AND and OR logic then logic breakers can be used to group filters together. Use this setting to suffix the filter with a logic breaker.

When you have entered your selections click on \mathbf{OK} .

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Report Parameters > Change order of Parameters

Change Order of Parameters

Changing the order of Parameters enables the user to pre determine the order in which the Parameters are prompted for when running the report and also the order in which they are logically applied to limit the reports rows. To change the order of Parameters for your report, select the Parameter that you would like to move.

Name	Comparison Op	Comparator	Use Or Logic	
Start Date	Greater Than Or	@MONTHSTA	No	Add
P End Date	Less Than Or E	@MONTHEND@	No	
Company Code			No	. Remove
> ARDIVISIONNO	Equal To		No	
				Move Up
				Move Dow

Use the **Move Up** or **Move Down** buttons to change the order of your Parameters. Alternatively Drag and Drop the Parameters into order.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Sorting > Add or Remove Sort Fields

Add or Remove Sort Fields

Sorting fields enables the user to pre determine the order of the data rows in the report.

Add or remove Sort Fields:

- 1. Select the report where you want to add or remove sort fields and click the **Sort Fields** Tab.
- 2. The Sort Fields that you have selected will be displayed.



3. To add a Sort Field, click the **Add** button ______, the **Choose Sort Fields** dialog box will appear.



4. Select the Sort Field you would like to add and click **OK**.

You have now successfully added a sort field to your report.

To remove a sort field, in the Properties Window, click the Sort Field you would like to delete and click the **Remove** button.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Sorting > Change order of Sort Fields
Change Order of Sort Fields

Changing the order of Sort Fields enables the user to change the precedence of the Sort Fields in the report. The Sort Field which has the highest precedence is applied first and then all subsequent Sort Fields are applied as a sub-sort within the preceding sort operation.

For example choosing two Sort Fields, the first being Surname and the second being First Name will sort rows by Surname and then by First Name. To change the order/precedence of Sort Fields for your report, select the Sort Field that you would like to move.



Use the **Move Up** or **Move Down** buttons to change the order of your Sort Fields. Alternatively Drag and Drop the Sort Fields into order.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Sorting > Change Sort Field Ascending

Change Sort Field Ascending/Descending Order

Changing the Sort Field ascending/descending order changes the Sort Order of the Sort (e.g. descending on text would sort alphabetically from Z to A). To change the order of your Sort Field from Ascending to Descending or vice versa, select the Sort Field you would like to amend (Note: An arrow pointing upwards indicates an ascending sort order)



Click the **Asc/Desc** button Ascending and Descending sort order.

(Note: The arrow will point downwards when the sort order is changed to descending.)

You have now successfully changed the Sort Order of your Sort Fields.

Home > <u>Report Manager</u> > Working with Reports > Editing Reports > Aggregate Filters > Add or Remove Aggregate Filters

Add or Remove Aggregate Filters

Adding or removing Aggregate Filters enables the user to refine or limit the rows of data that will be displayed in the report based on aggregation criteria (equivalent to a HAVING clause in SQL).

To add or remove Aggregate Filters from your report, select the report where you want to add or remove Aggregate Filters and then click the Aggregate Filters Tab.

Add filters:

1. Click on the **Add** button _____Add

The **Choose Filter Field** dialog box will appear.

ARDIVISIONDESC ARDIVISIONNO AUDTDATE AUDTUSER		
Company & Department CONAME		
CUSTOMERCODE CUSTOMERCODENAME CUSTOMERNAME		
CUSTOMERTYPE		-
	ОК	Cancel

- 2. Select the <u>Filter Field</u> you would like to add to your report and click **OK**.
- 3. The Choose Comparison Method dialogue box will appear.

=
1
-

Choose your comparison method and click **OK**.
 The **Enter** <u>Comparison Value</u> dialog box will appear.

Enter Compari	son Value	
J		▼ @
	OK	Cancel

- 5. You may now either:
 - Enter your Comparison Value in the field provided, or
 - Use the lookup button to view a selection Comparison Values, and click **OK**.

Note: The Lookup facility will only be available if it has been enabled in the Connector for this expression. See <u>Add Data Expressions</u>.

6. Use the Select System Variable button <a>[1] to view a list of System Variables

Name	Current Value	
@DATE@	30 April 2010	
@YEAR@	2010	=
@MONTH@	4	-
@DAY@	30	
@MONTHNAME@	April	
@WEEKDAY@	6	
@DAYNAME@	Friday	
@MONTHSTART@	01 April 2010	
@MONTHEND@	30 April 2010	
@PRIORYEAR@	2009	
@PRIORYEAR1@	2009	
@PRIORYEAR2@	2008	
@PRIORYEAR3@	2007	
@PRIORYEAR4@	2006	
@PRIORYEAR5@	2005	-

Note: For further information about System Variables see <u>System</u> <u>Variables</u>.

7. The new Aggregate Filter should now appear on the Aggregate Filters Tab with a default Aggregate Function of **Count**. To change the

Aggregate Function select the Aggregate Filter and on the Toolbar select the **Properties** button. Select the Aggregate Function and click **Apply**.

To remove filters, in the Properties Window, select the Filters that you would like to remove and click the **Remove** button.

Home > <u>Report Manager</u> > Working with Reports > <u>Run a Report</u> > The Process Monitor

The Process Monitor

The <u>Process Monitor</u> window will be displayed at the base of your screen and will show all running report processes. Each report that is run executes as a new process.

For problematic reports that are taking too long to run and that cannot be cancelled use the process monitor to cancel (or kill) the report process. Using the Cancel facility on the process monitor should be a last resort to end a report.

ID	Name	Launch Time	Run Time	Proc Handle	Exit Code
A 252	Sales Master 2	2005/04/26 09	1:18	880	259
<					>

The Process Monitor is only visible when running reports from the Report Manager.

Home > <u>Report Manager</u> > Working with Reports > <u>Run a Report</u> > Running a Report with Parameters

Running a Report with Parameters

To run your report with <u>Parameters</u>, click on the Run Icon <u>which will</u> activate your report. The parameter prompt window will automatically be displayed.

Enter Report Parar		6
	Sales Master 3-0	枢
Start Date	Greater Than Or Equal To	
01 April 2010		
End Date	Less Than Or Equal To	
30 April 2010		
Company Code	Equal To	
ARDIVISIONNO	Equal To	
	OK Cancel	
		_

You may now either:

- Enter your selection in the field provided or
- Use the lookup 🛄 (where available) to search for a selection, and click on OK.

Note: The Lookup facility will only be available if it has been enabled by the System Administrator for this expression. See <u>Add Data</u> <u>Expressions</u>.

Also refer to <u>Defining Parameter Lookups</u> for more information on the lookup facility.

Once your data has been retrieved, *Sage Accpac Intelligence* will automatically open an Excel workbook to display your data.

Home > <u>Report Manager</u> > Working with Reports > <u>Run a Report</u> > Editing a Report Template

Design

The Design feature allows you to format an Excel template that is attached to a report without having to run the report with all the data coming though . It is only active for reports that have an attached template.

In the Report Manager Module, Select the report you would like to make design changes to, and right click on the report and select **Design** or, Select the Design Icon if from the Toolbar.



2. The following message box will open:



Select Yes. Your Template will then open

A	B		C	
SALES REPORT	The second second	and server		
FOR THE PERIOD TO	DATE FROM 00.	JAN 1900		
SalesPersonName	(AII)	*		
Store	(AII)	-		
Period	(AII)	-		
CustomerCategory	(AII)	*		
		10000		
	8 ×			1
	 ProductCategor 	ry - Produ	ctCodeNa	m
(blank)			· · · · · · · · · · · ·	
	(blank)			
		(blank)		
			<u> </u>	_
Grand Total	2.			
	SALES REPORT FOR THE PERIOD TO SalesPersonliame Store Period	SALES REPORT FOR THE PERIOD TO DATE FROM 00 . SalesPersonliame (AII) Store (AII) Period (AII) CustomerCategory (AII) CustomerCodellame - ProductCategor B (blank) B (blank)	SALES REPORT FOR THE PERIOD TO DATE FROM 00 JAN 1900 SalesPersonliame (AI) * Store (AI) * Period (AI) * CustomerCategory (AI) * CustomerCodellame * ProductCategory * Produ © (blank) (blank)	SALES REPORT FOR THE PERIOD TO DATE FROM 00 JAN 1900 SalesPersonllame (All) * Store (All) * Period (All) * CustomerCategory (All) * CustomerCodellame * ProductCategory * ProductCodellar © (blank) (blank)

3. Make your desired changes and save the workbook/template.

For example, add company logos, change font, color etc. You can then **create and link** your newly designed template. These changes will then be included in your template when you next run this report.

Home > <u>Report Manager</u> > Working with Reports > <u>Run a Report</u> > Advanced Options

Advanced Options

Using advanced options enables a user to apply advanced settings to a report.

To enable the Advanced Options Menu on the Report Manager Interface you must check the Show Advanced Show Advanced check box.

Properties Columns Filters Parameters Sort F	Fields Aggregat	e Filters
		Apply
Automatically Format First Sheet	v	
Hide the Source Data in Report		
Protect The Output Book		
Retain All Run Instances		
Keep Original Instance Audit		
Run Macros On Completion		
Run Add-Ins		
Generate Output File		
Close Book on Completion		
Clear Additional Ranges on Create and Link		
Clear Ranges on Export		
Report Hidden		
Make Available via SDK		
Use Template Blue Printing		
Report User Documentation File		
System Code Classification RKL		
System Module Classification		
AR		
Report Code		
RKL-ACC-AR10-2-0		
Object Functional GUID		
Unlock Report on copy		
Requires Excel Genie		
Show Advanced		-
	28	Objects

To enable the advanced features for your report you will need to check the box alongside the advanced option you wish to enable. The Advanced Options features and their respective functions are as follows:

Advanced Option	Description

Parameters on Second Sheet	An option to place the report runtime parameters on Sheet2 of the exported Microsoft Excel report. This could be very useful when Microsoft Excel formulas as per the actual report design depend on certain critical variables on Sheet2.
Report Locked	An option box to lock all Report Manager property fields of the selected report. Once it and the Apply button is selected, the user will be prompted to enter a case sensitive unlock password (entered twice to confirm). All tabs of the report (Properties, Filters, Columns etc.) will then be unavailable and no changes are further allowed. When changes need to made, the following need to be done:
	 In the Report Manager, right click on the relevant report and click Unlock.
	 Enter the correct password and click OK.
	 All property tabs and their fields will now be available again.
Show Distinct Rows	An Option Box to ensure that no duplicate records are exported.
Top Rows (Leave blank for All Rows)	Enter a numerical value of how many records (rows not including the heading row) should be exported, in accordance with the current report sort options.
Automatically Format First Sheet	Ensures that, among others, any previous column row height or width changes made on Sheet1 of the relevant Microsoft Excel Template file are disregarded when the report is exported to the relevant Microsoft Excel

	Template file.
Hide the Source Data in Report	An option box to ensure that the first worksheet of the exported Microsoft Excel file is automatically hidden. If no other security restrictions are in place, then it may still be possible to right click on any worksheet tab at the bottom of the exported Microsoft Excel file and select Unhide to open the Unhide screen to unhide any specific automatically hidden worksheets from the list.
Protect the Output Book	An Option Box to ensure that the exported Microsoft Excel file is read-only and not editable by unauthorized persons.
Retain All Run Instances	This is disabled by default for performance reasons. Saves report run instances for audit purposes.
Keep Original Instance Audit	This is disabled by default for performance reasons. This saves a runtime snap shot of a report for audit purposes.
Run Macros On Completion	Insert the name of a Microsoft Excel macro that is linked to the selected report's linked template file. The moment the report has been exported successfully to Microsoft Excel, the specified macro will also execute on it. If there is more than one macro that needs to be run then separates their names with semi-colons.
Run Add-ins	Use the browse button on the right to select relevant add-ins to link to the selected report. Reports can be exported to numerous other mediums besides Microsoft Excel, and the ability to execute a number of actions upon report runtime is available. These are all referred to as Add-ins and in detail discuss later in the manual.
	Use the browse button on the right to specify

Generate Output File	the location and Microsoft Excel file name that need to be created alternatively to the normal Microsoft Excel exported file, when the selected report is run. Having a value here will therefore not export the report in the name format: TEMPLATE1, but instead in the specified file name. E.g. If you don't have a Generated Output File value upon report runtime, then, if the selected report's template file is called XYZ then the exported file name will be called XYZ1.xls. Else with the Generate Output File value in place then the specified file name will be created.
Close book on Completion	An option box to ensure that the Microsoft Excel Workbook is closed after running a report.
Clear Additional Ranges on Create and Link	Data in all the Raw Data sheets get cleared when an Excel book is linked to a report. If any additional ranges need to be cleared, name these ranges in this property.
Clear Ranges on Export	Ranges are cleared when the report is exported.
	An Option Box to hide the selected report from the Report Folder. When this option and the Apply button have been selected, the report will suddenly disappear from the Report Manager interface. To show hidden reports again, do the following:
	1. Right click the Home object.
	 Select the option: Show Hidden Reports.

Report Hidden	 Double click on the relevant Report Folder to refresh it and the hidden report will re-appear, although its hide property setting is still selected.
	4. You can now either deselect the Report Hidden option on the Property tab to make it permanently available again, or decide to hide it any ways again by right clicking on the Home Object and selecting the Do Not Show Hidden Reports option. Double click then on the Home object or relevant report folder to refresh the views.
Make Available in Menus	An Option Box to make the selected report available from the front end of <i>Sage Accpac Intelligence</i> .
Unlock Report on copy	Unlocks the report when the report is copied, thus keeping the original intact.
Requires Report Designer	Indicates that this report has the functionality built into it to take advantage of the Excel Report Designer plug-in to auto generate report layouts.

To hide the Advanced Option menu simply uncheck the Show Advanced check box Show Advanced.

Home > <u>Report Manager</u> > Working with Reports > <u>Run a Report</u> > Clear additional ranges

Clear Additional Ranges

When an Excel book is linked back to a report (via Create and Link function), *Sage Accpac Intelligence* clears out the data for all the Raw Data Sheets (for a standard report this is always the first sheet, for Union Reports it is the sheets specified for each Union Child report).

If there are any other ranges that you would like cleared whenever the Create and Link function is used then you can name these ranges in this property and the ranges will be cleared each time the book is linked. Home > <u>Report Manager</u> > Working with Reports > <u>Run a Report</u> > Report Viewer

Report Viewer

Users who have been given access to Report Viewer can run various reports using this tool.

Analysis		
Financial Analysis Cube 3-0 (AE-PVS)		
Inventory Analysis Cube 3-0 (AE-PVS)		
Sales Analysis Cube 3-0 (AE-PVS)		
Dashboard		
Dashboard Analysis 3-0 (AE-PVS)		E
Financials		
Financial Reports S-3-0 (AE-PVS)		
Financial Reports SB 3-0 (AE-PVS)		
Financial Trend Analysis 3-0 (AE-PVS)		
General Ledger Transaction Details 3-0 (AE-PVS)		
nventory		
Inventory Master 3-0 (AE-PVS)		
Purchases		-
	1972	
This cube report analyses General Ledger accounts by account group and segment over multiple fiscal years and enables multi-		<u>R</u> un
evel drill downs into the required level of detail. Includes Trend	- (Close

In the Report Manager, when a report is selected as **Make Available via Report Viewer** it is available for selection via the Report Viewer.

Report Manager]			
File Action Report Windo	w <u>H</u> elp		_ @ ×
	▶ © = \$ \$ \$ 8 3 3	2	
Object	Properties Columns Filters Parame	ters Sort Fields Aggregate Filters	
n Home	Report Locked	Г	Apply
Analysis	Show Distinct Rows	Г	
Demonstration	Top Rows (Leave Blank for All Rows)		
Designer			
E Financials	Automatically Format First Sheet	v	
Inventory Metrics and KPIs	Hide the Source Data in Report	v	
Purchases	Protect The Output Book	E	
Sales	Retain All Run Instances	Г	
Copy of Sales Maste Sales Master 3-0 (A	Keep Original Instance Audit	E	
	Run Macros On Completion		
	Run Add-Ins		-
		lanks(PivotTable1,CUSTOMER:ITEM CC_	
	Generate Output File		1
	Close Book on Completion	-	
	Clear Additional Ranges on Create and L		
	Cisal Additional Hanges on Cisale and C	an.	_
	Clear Ranges on Export		
	Report Hidden	Γ	
	Make Available via Report Viewer	N	
	Unlock Report on copy	Г	
	Requires Excel Genie	Г	
	Show Advanced		-
			12 Objects

The description as added in the Report Manager is therefore very important as this description will be displayed in the Report Viewer:

Eile Action Report Win	dow <u>H</u> elp		- 8	
Dbject	Properties Columns Filters Para	ameters Sort Fields Aggregate Filters		
Home	Report ID		Apply	
Analysis	54	-	-ppy	
Dashboard	Report Name		1	
Designer	Copy of Sales Master 3-0 (AE-PVS)	Copy of Sales Master 3-D (AE-PVS)		
Financials	Description			
linventory		This report is run for a chosen date range and displays sales quantities, costs, gross profits and amoun		
Metrics and KPIs Purchases		Template Storage Location		
Sales		C:\Sage\Sage Accpac\BXDATA\PVS\Templates\		
Copy of Sales Maste	Report Template (Excel 97-2003 Tem Copy of Sales Master 3-0 (AE-PVS):			
🖬 Sales Master 3-0 (A				
	Parameters on Second Sheet	v		
	Report Locked			
	Show Distinct Rows	Г		
	Top Rows (Leave Blank for All Rows)		
	Automatically Format First Sheet	v i		
	Hide the Source Data in Report	v		
	Protect The Output Book	Г		
	Retain All Run Instances	F		
	Keep Original Instance Audit	Г		
	Run Macros On Completion			
	Bun Add-Ins			
	PLPLUGA.A.ExcludePivotBlanks(PivotTable1,CUSTOMER:ITEM CC			
	Generate Output File			
	Show Advanced	- 1	∇	

Home > <u>Report Manager</u> > Working with Reports > Advanced Importing and Exporting

Importing and Exporting Reports

Sage Accpac Intelligence facilitates the easy transfer of information using simple yet powerful import and export procedures which enable the user to easily share information across installations. Using this facility, Reports can be created in one *Sage Accpac Intelligence* system and distributed to other *Sage Accpac Intelligence* systems.

Note that reports can be exported in a compressed file format, which in this case creates a .AL_ file.

To export Reports see <u>Exporting a Report</u>. To import Reports see <u>Importing a Report</u>. Home > <u>Report Manager</u> > Working with Reports > Advanced Importing and Exporting > Bulk import

Bulk Import

This operation allows for the bulk importation of new reports that are obtained either from newer versions of *Sage Accpac Intelligence* or from existing reports.

• When doing a bulk import of new reports, current reports and settings are not deleted. The intention of bulk imports is to import new reports into the current metadata repository only and not modify current versions of reports and settings that were created and saved prior to the bulk import.

To run the bulk import :

- 1. Open your Report Manager.
- 2. Click **Bulk Import/Update Reports** either on the **Tools** menu or by right clicking on the Home icon in the Object window.



3. You will need to place any .al_ files that will be bulk imported/updated into their relevant subfolders as per the instructions that appear within the 'Bulk Import/Update Reports' dialog form, if not a new folder will automatically be created in the Report Manager for the new imported reports.

Bulk Import/Update Reports
THIS OPERATION ALLOWS YOU TO BULK IMPORT NEW REPORTS OR UPDATE EXISTING REPORTS. PLEASE TAKE NOTE OF THE FOLLOWING:
 Under [C:\Sage\Sage Accpac\BX60A\ReportUpdate\SQL] there needs to be subfolders. eg: [C:\Sage\Sage Accpac\BX60A\ReportUpdate\SQL\Custom Sales Reports] [C:\Sage\Sage Accpac\BX60A\ReportUpdate\SQL\Sales
- These subfolders represent actual folders in Report Manager.
- You need to place any .al_ files that will be bulk imported/updated into their relevant subfolders.
 The import process will ensure that the reports contained in the .alx files get imported into a folder in Report Manager that has the same name as the subfolder defined in [C:\Sage\Sage Accpac\BX60A\ReportUpdate\SQL] If the folder doesn't exist in Report Manager then it will be created.
 If a report with the same name already exists under the folder in Report Manager then it will be overwritten if the .al_ file is newer than the report creation date or date it was last imported.
- Please refer to the help file for a more detailed explanation on Bulk Import/Updating Reports
Please click on [YES] to proceed else click [NO] to cancel this operation.
YES NO

- 4. Once the files are in the correct location, click **YES** to proceed.
- 5. The new reports will be imported alongside any existing reports, if desired old reports may now be removed via the report manager.

Home > <u>Report Manager</u> > Working with Reports > Advanced Importing and Exporting > Exporting Reports with Protection

Exporting Reports with Protection

If you are running a Solution Developer License of *Sage Accpac Intelligence*, then it is possible to protect your packaged export files for redistribution. This allows you to protect your intellectual property from others while still allowing you to distribute and deliver your reports to other *Sage Accpac Intelligence* installations.

Protection happens at the Container and Container Expression level. Containers can be protected with a number of options. The **Export Options** screen for the Solution Developer is shown below. This screen only appears if you are the creator of the container (Container Owned by) used in a report that is being exported.

Export Options for Report [Sales Details 2-0 (Demo)]	
Export file Usage Allow anyone to import and export for re-distribution Allow anyone to import and export but not export for re-distribution Allow only this named Company to import the file: - ABC Company	n
Container Ownership in Destination System(s) Retain Existing Ownership [Alchemex (Pty) Ltd] Remove Creator Ownership from Container Allow destination system to take over Ownership Change Owner to at Import: - Alchemex (Pty) Ltd	
Protection within Destination System(s) Lock Container in destination system(s) Lock Expressions in destination system(s)	

The export protection options are explained below.

Export File Usage Options

The concept of **Container Usage** exists so that report writers can restrict who can import their reports.

See the options available for Usage below:

- 1. Allow anyone to import and export for re-distribution -Selecting this option will allow the export file to be imported by anyone. Use this option when you are not concerned about the file being shared.
- 2. Allow anyone to import and export but not export for redistribution - This option will create an export file that can be imported by any company. On import though the container created will be stamped for usage just by the company that is importing it. Any reports connected to the container that are later exported by the company can only be re-imported by that same company. This option is best suited for export files that will be made available on the Community.
- 3. Allow only this named Company to import the file This option provides the most secure way to re-distribute your reports however it does require that you export a report every time you need to send it to a company.

Container Ownership in Destination System Options

The concept of **Container Ownership** exists so that report writers can protect their intellectual property, most commonly for re-sale of reusable reports. The Company which has **Ownership** should not be confused with the Company that is licensed for **Usage**. Only under special circumstances should you change Ownership of your Containers. See the options below for Ownership:

- 1. **Retain Existing Ownership** This is the default option and should be left as this to keep ownership of your Container intellectual property in all *Sage Accpac Intelligence* systems which receive your reports.
- 2. **Remove Creator Ownership from Container** Use this option when do not wish the created Container in destination systems to have an owner.
- 3. Allow destination system to take over Ownership Use this option only when you wish to transfer the ownership of your intellectual property to the receiving company. Note that all companies that receive the export file will assume ownership of the container on import.
- 4. **Change Owner to named company at Import** This option allows you to explicitly name the Company that will assume Container Ownership at import. This option should be used when you wish to transfer ownership of your Container intellectual property to a named company.
Protection within Destination System Options

Sage Accpac Intelligence allows the intellectual property that exists in Containers to be protected. Protected containers can be used in destination systems but the details of the Container are not accessible. Where a large amount of IP is contained in a container (e.g. complex SQL Joins and SQL Expressions) then these details can be hidden by using these protection options.

The protection options available are:

- 1. Lock Container in destination system(s) This will hide the Source properties of the Container in the destination system and not allow it to be edited. Only protecting at this level will mean that Expressions can still be added, edited and deleted.
- 2. Lock Expressions in destination system(s) This will hide all the properties of all the Expressions in the Container in the destination system. Expressions cannot be added, edited or deleted in the Container when this option is selected.

For maximum protection of your Container IP select both of these options on export.

Note that it is possible to perform an unlock of a Container and its Expressions in a system with the assistance and authorisation of the Container Owner. See the topic <u>Unlocking a Container and its</u> <u>Expressions</u> for more details.

Home > <u>Report Manager</u> > Working with Reports > Advanced Importing and Exporting > Importing a Report licensed to another Company

Importing a Report That is Licensed to Another Company

Sage Accpac Intelligence Report Developers that have protected their Intellectual Property through the Sage Accpac Intelligence Container Protection paradigm can authorise a third party to be able to import a report that has been licensed to a different End User Company.

This is useful where the company that is licensed to use the Report outsources changes to that report to a third party. In this case the third party would need to obtain a unique **Handshake Pin Code** from the **Report Developer (Container Owner)**. This pin code is a unique code that allows the third party to import any reports created by the Report Developer but licensed to the End User. This mechanism allows reports to be sent to a third party, changes to be made and then sent back to the licensed End User.

A Report Developer uses the **Authorise Remote Report Import** menu option on the *Sage Accpac Intelligence* Enterprise object in the Connector to generate unique Handshake Pin Codes. After entering the Licensed User (*Sage Accpac Intelligence* Registered Company Name) and the receiving Third Party (*Sage Accpac Intelligence* Registered Company Name) a unique Handshake Pin Code is supplied. Since the authorisation must come from the Report Developer (Container Owner) the relationship is a trusted one and prevents abuse of the Report Developers intellectual property.

When a third party that tries to import a report that is licensed for use by a different Company they will receive an **Import Authorisation screen**. To continue with the import at this point a valid **Handshake Pin Code** must be entered. This Handshake Pin Code must be obtained from the Report Developer. The Import Authorisation screen is shown below.

Report Scoping

Sage Accpac Intelligence uses a metadata repository to store all its metadata, including connection, container and report information. Since a site may have more than one set of company data (e.g. a holding company that has 5 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 in to a given company. For this *Sage Accpac Intelligence* provides the concept of Scoping, where a report can be 'scoped' or made available only when logged in to certain companies. A report that deemed useful across all companies should be Scoped Globally (this is the default for each report).

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.

In this scenario best practice to customize one of the standard shipped Financial Reports would be to:

- 1. Make a copy of the Standard Report.
- 2. Name the report accordingly (e.g. "Financials for Company ABC" where the company is ABC).
- **3**. Open the Scope Manager by clicking on the **Home** Object and then from the Tools Menu bar, select **Manage Object Scope** and specify the scope of the report to the relevant company (e.g. company ABC or Systems of America).
- 4. Customize the report using Excel and Report Manager as per usual processes for Financial Reports.

Home > <u>Report Manager</u> > Working with Reports > Advanced Reports > SubQuery Reports

Sub Query Reports

A Sub Query report is used to generate a list of items that is then used in a filter of an outer parent report.

An example might be where a Sub Query report is first used to generate a unique list of customer codes whose purchases to date sum to a value larger than \$1000. The outer report might then want to pull out information on what cars these same customers drive from a different container but specifically for the Customer subset generated by the Sub Query report. A Sub Query report always only has one Display field so that a parent Report can reference it in a filter.

The logic for the above example in English might read:

Give me the Cars that my Customers drive, and only show me the this information for those customers that have spent more than \$1000 to date.

In the Structured Query Language (SQL) this would read something like this:

SELECT Customer.Name, Customer.Car FROM Customer WHERE Customer.Code IN (SELECT Sales.CustomerCode FROM Sales GROUP BY Sales.CustomerCode HAVING SUM(Sales.Amount) > 1000)

In Sage Accpac Intelligence to achieve this same effect you could:

- First create a Sub Query Report (*right click on a folder > Add Sub Query Report*) called **Big Spenders** using the container **Sales**, with the Display Field **CustomerCode**, and an Aggregate Filter on **Amount** with Comparison Operator **Greater Than**, Comparator **1000** and Aggregate function **SUM**.
- 2. Then create an ordinary report using the container **Customer** with Display Fields **Name** and **Car** and specify a filter using the expression **Code**, Comparison Operator **Is In SubQuery** and SubQuery **Big Spenders**.

Home > <u>Report Manager</u> > Working with Reports > Advanced Reports > Union Reports

Union Reports

A Union Report is used to merge rows of data from disparate sources into a single a report. The Union Report has pointers to other normal Reports and it simply runs out the raw data from the specified Reports (referred to as Union Sub Reports when referenced in a Union Report) sequentially into a single Workbook. The Union Report can have its own template file specified and the template files of the Union Sub Reports are not used.

To create a Union Report:

1. Right click on a Folder and choose **Add Report**. Choose **Union Report**.

of report to o	create
ОК	Cancel

- 2. You will be prompted for the reports to include as Union Sub Reports in the Union Report.
- 3. Choose one or more existing reports.

To add subsequent Union Sub Reports to the union report:

- 1. Double click on the Union Report.
- 2. Select the object Union Sub Reports.
- 3. Right click and select Add Union Sub Reports.

It should be noted that a Union Report will simply pull the raw data from all Union Sub Reports and sequentially output the data sets into the Output Book. All properties set on the source reports are ineffective when they are run as Union Sub Reports in a Union Report. All filtering and sorting logic is applied to each Union Sub Report before it is output into the Union Report Template and the logic between Union Sub Reports is unrelated.

Note: By default the data from the Union Sub Reports will be output into the same worksheet. This behavior can be overridden though by setting the Output Sheet property for the individual Union Sub Reports. To do this:

- 1. Open up the Union Report in the Object window (by double clicking).
- 2. Open the Union Reports object so that the individual Union Sub Reports become visible.
- **3**. Select each Union Sub Report and then set the Output Sheet property to the number of the Sheet to output the data to (e.g. 1 for the left most sheet in the book).

Properties	
Properties	
Sequence	Apply
1121	
Output Sheet Number (Left to Right)	
Child Report ID	
11	
Abort Union Report If No Data	
OK	Cancel

Note that the specified output sheet must exist in the Union Reports output template.

If the data is configured (or defaulted) to the same sheet for the Sub Reports then it makes sense that the data is comparable. Although you could specify any reports to be the Sub Reports for the Union Report, it only makes sense to specify Union Sub Reports that have comparable data and with the corresponding Display Fields laid out in the same order in all the Sub Reports to go to the same Output Sheet, so that in the final Workbook there is like data in each column. If the data is not similar then it should be output to different sheets. Home > <u>Report Manager</u> > Working with Reports > Advanced Reports > Financial Reports

Financial Reports Pack

The Financial Reports is one of the many standard reports that ship with *Sage Accpac Intelligence* but probably the most complex due to its wide functionality scope.

Simply put, the Financial Reports embodies a collection of different formatted Balance Sheet and Income Statement reports as run for at a specific period in addition to multiple period trial balances.

There are many standard types of Financial reports:

Accessing the Financial Report

By default the Financial report can be found in the Report Manager in the **Financials** folder, **Financial Reports** .

Note: You can create as many different layouts as required to complete your report set within this workbook.

Selecting a reporting date: (Change Month)

A reporting date is the date which controls the display of values on any layouts you have generated within the workbook. Example: If it is now the month of September, and you wish to have the Income statement display values to the end of August, then by selecting the reporting date as August, you would achieve this.

To select a reporting date:

- Excel 2003:
 - a. Click on the **Change Month** button located on the toolbar at the top left of your Excel screen, above the name box.
 - b. Click the downward arrow and select the month to view.
- Excel 2007:
 - a. Click on Add-Ins on the menu bar, then click on **Change Month** on the Custom Toolbar.
 - b. Click the downward arrow and select the month to view.

NOTE: The reporting date is totally separate to the period range chosen at run time. The period range chosen at runtime, only has an effect on the transactions that are displayed when using the Drill Down Account Feature and has no effect on the display of values on generated layouts. See "Using the Drill Down Account Feature".

Cannot find the toolbar to change the month:

- Excel 2003: Press Alt-F8 (or Select, Tools, Macro, Macros, from the menu bar).
 Excel 2007: Press Alt-F8 (or Select Developer, then Macro from the menu bar).
- 2. Select the macro named **Build FA toolbar**.
- 3. Click the **Run** button to run the macro.
- 4. The toolbar should now be visible again.

Adding New Accounts to your existing report layouts

If you have added new accounts into your general ledger within your accounting system, then the next time you run this report *Sage Accpac Intelligence* will synchronise the new list of accounts it extracts from your accounting system with the chart of accounts already listed on the Lookup sheet within this workbook. If it finds any difference between them, then *Sage Accpac Intelligence* will prompt you as follows:

- 1. To add the new accounts it has detected to the Lookup sheet in which case you select YES.
- 2. To highlight any accounts it finds that no longer exist within your accounting system by shading the account number in red say YES.

Once this has been done you will then need to link these new accounts to the required report layouts you have included in the workbook. The new accounts will be placed below the last account displayed on the Lookup sheet.

The instructions below will assist you with this process:

- 1. You may leave the new accounts (green shaded account numbers) exactly where they appear on the Lookup sheet.
- 2. Select the sheet that contains the layout to which you wish to Add the New Account.
- 3. Select the row where the first New Account should be inserted.
- 4. From the **Menu Bar**:
 - Excel 2003: Choose Report Tools > Add Accounts. A list of accounts that are not in the layout should appear.
 - Excel 2007: Choose Add-Ins > Report Tools > Add Accounts. A list of accounts that are not in the layout should appear.
- 5. Use the Type drop down to filter by Account Type (for example Income Statement/Balance Sheet) and the other filter text boxes to help locate the specific accounts.

- 6. Select the accounts that you wish to insert at the specified row (Note: you can select a different row in Excel while the Add Accounts form is active).
- 7. Click the **Insert** button. The accounts will be inserted at the specified row and the formulae for the rest of the row added.
- 8. Click the **Cancel** button once all accounts have been inserted.

Note: The **Add Accounts** function has to have a row to copy formulae from. By default it assumes the row above the row that is being copied into. If this row does not contain the formulae that references back to the Lookup Sheet then the insert will not pick up the formulae. It is important to note that if the row above the **Insert At Row** does not contain the correct formulae then you must press the previous button to navigate to the **Copy From Row** dialog and select the row that contains the correct formulae.

Deleted Accounts:

The accounts highlighted with red shading on the lookup sheet represent the accounts which have now been deleted from your accounting system. If you leave these accounts on the Lookup sheet then each time you run the report, *Sage Accpac Intelligence* will detect these accounts and prompt you once again to highlight them. If they are already highlighted then you can ignore the prompt by selecting NO.

To prevent this prompt on these accounts each time you run the report, you will need to remove them from the Lookup sheet.

Remove the deleted accounts as follows: On the Lookup sheet, it is best to delete only the account number, then delete the blank row which will appear on the report layouts where this row is linked.

Using the Drill-Down Report Tool:

This report has been setup with a pre-defined Drill Down definition enabling you to drill down to a selected general ledger account. To drill down to the General Ledger Transactions you would require access to the *Sage Accpac Intelligence* report named "GL Transactions by Account". Ensure that this report is available in the Report Manager.

1. To use this pre-defined Drill Down Definition, click on any cell in a

row that has an account no present in column A, on any Income Statement or Balance sheet within the workbook.

- 2. From the Excel Menu bar:
 - Excel 2003: select **Report Tools**.
 - Excel 2007: select Add-Ins > **Report Tools**.
- **3**. Then select **Drill Down**.

The **Select Drill Down** window will display, showing the pre-defined definition which contains the definition code of GL_001. Ensure that this pre-defined definition is highlight in blue (click anywhere on the line if not highlighted).

Click the **Execute** button.

The GL Transactions by Account report will run and display in its own window for you to view.

4. This pre-defined Drill Down Definition will always drill down to one period, being the period relating to the month currently selected in the workbook. To drill down to a different period, use the Change month button first to select a different month, then execute the drill down definition.

Note: The Drill Down Report Tool is only available in Excel if Sage Accpac Intelligence is installed on the PC.

Home > <u>Report Manager</u> > Maintaining Reports > Locking Unlocking a Report

Locking/Unlocking a Report

Locking freezes the properties of a report so that it cannot be modified. Users can then only run the report. To lock a report, select the report that you want to lock.



- 1. Click the **Lock** button 🕒 to lock your report. You will be promoted for an unlock password and the report properties will immediately be unavailable
- 2. Click the **Unlock** button 🖻 to unlock your report, the report properties will immediately be available upon entering the unlock password set in step 1.

🕼 SAMINC - [B/X Report Manager]	
File Action Report Tools Window Help	_ 8 ×
$\blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \lor \bullet $	
Object	
Reference And	
Analysis	
Dashboard	
Demonstration	
Designer	
Financials	
inventory	
Metrics and KPIs	
Purchases	
Sales	
Copy of Sales Master 3-0 (AE	
Sales Master 3-0 (AE-PVS)	
	This Report is Locked for Editing 🔒
	12 Objects

Home > <u>Report Manager</u> > Maintaining Reports > Close Book on Completion and Generate Output File

Close Book on Completion and Generate Output File

Sage Accpac Intelligence allows you to automatically close your Excel workbook on completion of your report and to save the report to a fixed file in a designated folder. This is useful when a report needs to be run to a centralised location on a regular basis or when the report is being run as part of a report batch.

To do this, enable the Advanced Options Menu on the Report Manager Interface by checking the Show Advanced Show Advanced check box. Use the browse solution on your Generate Output File property filed to browse to a folder and name the output file. Type the name of your file and click on the Save button. When you refresh your report, your Output file will be displayed in the Generate Output File property field.

Generate Output File
C:\Documents and Settings\Administrator\testfile.xls
....

To automatically close your work book on completion of your report, ensure that you place a check in the Close Book on Completion Check box.

Home > <u>Report Manager</u> > Maintaining Reports > Using Add-In Functions in a Report

Using Add-In Functions in a Report

Sage Accpac Intelligence supplies Add-In's that further enhance Excel's reporting capabilities. These Add-Ins are designed to tackle common problems that come up during reporting. The list of available Add-In Functions is regularly updated so for the most comprehensive list of functions update your software on a regular basis.

To use an Add-In function on a report do the following:

- 1. Select your report.
- 2. Place a check in the Show Advanced option checkbox.
- 3. Press the lookup button next to the Run Add-Ins field.
- 4. An Add-In function selection screen will appear. Once selections have been made, the screen appears as shown below:



- 5. Start by selecting the Add-In Library.
- 6. A list of Modules for the selected library will then become available in the Select Add-In Library Module drop down box.
- 7. Select a Module.

- 8. A list of Add-In functions will then be displayed in the Select Add-In list.
- 9. To see a description for a Function you can select the function and view the description on the right hand side.
- 10. Once you have chosen your Add-In function click OK.
- **11**. A screen will appear for specifying the relevant Function Parameters, as shown below:

Fill in Defaults	Apply
Fill in Example	· + PP 5
Name	
ExtendFormulaeToUsedRows - (MODULE: PLPL	_
Destination Sheet	
The Column to begin at (Number)	
The first row to begin copying to	
The Excel Range to Copy (use range naming synt	
The Column used to define the used row range	

- 12. Specify your Function Parameters and click OK.
- 13. The Add-In function should now appear in the reports Run Add-Ins property field.

Whenever this report is run the Add-In will now be executed. To edit the parameters of an Add-In function that has been specified already simply click the Add-In Function Builder button next to the Run Add-Ins box on your report properties and select the Function that you wish to edit, then follow the same steps as above.

- Add-Ins placed in the "Run Add-Ins" property field will always run before any macros placed in the <u>"Run Macros on Completion"</u> property field.
- Should you wish to have an Add-In run after a macro, then either place the Add-In in the "Run Macros on Completion" property field after the macro name or, place the macro name in the "Run Add-Ins" property field before the Add-In.

Home > <u>Report Manager</u> > Maintaining Reports > Running Macros

Run Macros

If a report template that you have created contains macros that you wish to use each time the report is run, then type the names of the macros you wish to run in the "Run Macros on Completion" property of your report. To do this, enable the Advanced Options Menu on the Report Manager Interface by checking the **Show Advanced** Show Advanced check box. Type the name of your Macros in the "Run Macros On Completion" property field and click on the **Apply** button.

The Macros in your report template that have been specified will now be run every time that the report is run.

- If there is more than one macro that needs to be run then separate their names with semi-colons.
- If a Macro takes parameters then place these in brackets after the macro name in a comma separated list.

Run Macros On Completion Zeroing; Consolidate(1992,Jan)

- Macros will always run after any <u>Add-Ins</u> should you have any Add-Ins placed in the "Run Add-Ins" property.
- Combine macro names and Add-Ins in the same property to ensure the correct order thereof when running the report. Example: To have a macro run before an Add-In, place the macro name in the "Run Add-Ins" property before the Add-In.

Creating new Macros from Excel

- 1. Open your Report Manager.
- 2. Select the report that you want the macro to run in, run the report or open the Excel template.
- **3**. Create the macro you want to run automatically, ensuring that in your macro you specify which sheet you need the macro to work in. (This will help by forcing the macro to select the correct sheet even after you Create and Link the workbook with a different active sheet)



- 4. Once you have created and tested your macro, save the template back or create and link the workbook back to the report.
- 5. Highlight the report in which you have created the macro, under the **Properties** tab, tick the **Show Advanced** option at the bottom of the screen.
- 6. In the advanced options list that is now available, locate the **Run Macros on Completion** option.

Retain All Run Instances	
Keep Original Instance Audit	
Run Macros On Completion	
SelectLastPeriod	

In the text box type the name of the macro you created.

Home > <u>Report Manager</u> > Maintaining Reports > Add Dataless Report

Add Dataless Report

Sage Accpac Intelligence allows a user to Add a Dataless Report for the purpose of consolidating data from various sources. The Dataless report does not access any database but rather activates an Excel workbook that contains Macros designed to consolidate information from workbooks that you have stored previously in other reports. The Dataless report will usually contain some advanced bespoke Macros which will perform a consolidation or reconciliation of some type. The Dataless Report is not to be confused with the Picklist Functionality. Picklists allow you to consolidate data from same and disparate databases. Typically you will link your Dataless report to an Excel workbook that contains macros that references other workbooks that store your information.

To create a Dataless report:

1. Right click on the Report folder.



- 2. Select Add Dataless Report.
- **3**. Enter a name for the Dataless report in the dialog box and select **OK**.
- 4. Notice the Report button **M** , indicating that it is a **Dataless Report**.

5. You will then need to link the Dataless report to an Excel book that contains the functional macros.

To do this: Open the Excel workbook, then from the Report Manager, use the create and link template function to link the workbook as a template file.

Home > <u>Report Manager</u> > Maintaining Reports > Run All Reports In Folder

Run All Reports in Folder

The **Run Report Batch** facility allows users to run a sequence of reports one after the other from top to bottom.

The option **Run Report Batch** aborts the batch of reports if any of the reports return no data. The second option **Run Report Batch (Mode 2)** will run all reports regardless of there being no data for any of the reports. **Note**: The run sequence will always be top to bottom so it is important to name your reports in a way that will ensure that the report you want run first is at the top of the batch.

For example: if you have an existing group of reports in a folder which will not run in the sequence that you would like, then rename your reports numerically viz:

- Report Name = 1. (First Report)
- Report Name = 2. (Second Report)
- Report Name = 3. (Third Report) and so on until you have the reports running in the sequence that you would like.

Once you have named your reports in sequential order, select the folder that contains your reports, right click and select **Run Report Batch** or **Run Report Batch (Mode 2)**.

Sage Accpac Intelligence will automatically run each report in sequence.

Home > <u>Report Manager</u> > Maintaining Reports > Scheduling a Report
Scheduling a Report

Sage Accpac Intelligence reports can be run unattended, from Operating System batch files or under the control of external scheduling software(such as the Microsoft Windows Scheduler or the Microsoft SQL Server Agent). This can be useful when you have certain reports that you need to run on a regular basis.

When reports are run unattended they are automatically closed on completion. Scheduled reports must use the Generate Output File in the Advanced report or the Retain All Run Instances option to be useful. See Advanced Report Properties for more information. Typically reports that are scheduled will have the Generate Output File property set so that the unattended reports are saved to a specific location. Set this property under the Advanced options on the Report

Properties tab. Click here for more details.

To generate the command to schedule a report run:

- 1. Open the Report Manager.
- 2. Select the report you wish to generate a schedule command for.
- 3. Click on the Schedule Icon 🗾
- 4. If the report expects parameters then you will be prompted to enter these. Enter any necessary parameters and click OK.
- 5. A message box will then appear that will display the syntax for the running the report. Additionally this text will be placed on the windows clipboard so that it can be pasted into the application or batch file that will be controlling it. An example is shown below.



When reports are run unattended the information that is usually sent to the Process Monitor window is redirected to a log file. You should review this log file to make sure that your reports are running as expected. The log file is named BICoreUnattend.log and can be found in the Intelligence folder which is a sub folder of the *Sage Accpac Intelligence* Installation folder.

You can view this log file in a text editor application such as Notepad. The file can also be opened directly from the Connector. To do this open the Connector and choose the Menu item Tools > Open Log File.

The application returns a process exit code for the scheduled report to indicate Success (0) or Failure (1) allowing the calling process to check the result of a shelled report.

To view an example of how to schedule a report using the Windows Scheduler <u>click here</u>.

Home > <u>Report Manager</u> > Maintaining Reports > Windows Scheduler Example

Scheduling a Report using the Windows Scheduler

- 1. Select the report that you wish to schedule in the Report Manager.
- 2. Click on the Schedule Icon 👔 on the toolbar or right click on the report and choose Generate Scheduler Command.
- 3. If the report expects parameters then you will be prompted to enter these.
- 4. A message box will then appear that will display the syntax for running the report.
- 5. Additionally this text will be placed on the windows clipboard so that it can be pasted into the scheduled task command field.

Reports that are Scheduled are closed on completion and therefore must use the Generate Output Advanced report or the Retain Run Instances option to be useful. See Advance Report Properties for more information.

- 1. Open the Windows Control panel and then open the Administrative Tools, Task Scheduler item.
- 2. From the menu choose Action, Create Task.
- 3. The **Create Task** window will appear.

General Trig	gers Actions	Conditions	s Settings			
Name:						
Location:	١					
Author:	ALCHEMEX	Debra				
<u>D</u> escription:						
Security op When runr	tions ing the task, us	e the follow	ving user acc	count:		
	ing the task, us	e the follow	ving user ac	count:		Change <u>U</u> ser or Group
When runn ALCHEME <u>Run onl</u> Run who	ing the task, us (\Debra y when user is l ether user is log	ogged on gged on or i	not			
When runn ALCHEME Run onl Run when Do r	ing the task, us (\Debra y when user is log ot store <u>p</u> assw	logged on gged on or r ord. The ta:	not		local com	Change <u>U</u> ser or Group
When runn ALCHEME <u>Run onl</u> Run <u>whe</u> Do r	ing the task, us (\Debra y when user is l ether user is log	logged on gged on or r ord. The ta:	not		local com	

- 4. Give the task a meaningful name.
- 5. Click on the Actions tab..
- 6. Click New.
- 7. Under **Program/script**, paste the command from the clipboard.
- 8. Click **OK**,
- 9. Confirm the arguments specified by clicking **Yes**.

This Task pane is shown below:

frig	gers Actions Co	onditions S	ettings H	listory			
Na <u>m</u> e:	Sales Report						
Location:							
Author:	ALCHEMEX\Debra						
Description:							
Security op	tions						
When runn	ing the task, use th	ne following	user acco	ount:			
	-	ne following	user acco	ount:		Change Use	er or Group
When runn	-	-	user acco	ount:		Change <u>U</u> se	er or Group
When runn ALCHEMEX <u>R</u> un only	\Debra	ged on	user acco	ount:		Change <u>U</u> se	er or Group
When runn ALCHEMEX Run only Run whe	\Debra y when user is logg	ged on d on or not			local com		
When runn ALCHEMEX Run only Run whe	\Debra y when user is logge ther user is logge	ged on d on or not . The task w			local com		

- 10. In the When running the task, use the following user account box enter the user name that should be used to run the report under (for domain user accounts use the format domain_name\user_name) . The user name must be a valid account on the domain or local machine with sufficient privileges to run Sage Accpac Intelligence.
- 11. To set the Schedule for the Task click on the **Triggers** Tab.
- 12. Click the **New** button.

New Trigger	On a schedule
Begin the task: Settings	
 One time Daily Weekly Monthly 	Start: 2010/05/03 🖉 08:44:01 AM 🚖 🗖 Synchronize across time
Repeat task	for up to (random delay): 1 hour every: 1 hour for a duration of: 1 day
	all running tasks at end of repetition duration it runs longer than: 3 days
Expire: 20	
🔽 Ena <u>b</u> led	
	OK Cancel

13. When you have set the schedule options click the **OK** button.

It is important to understand that the **user account** that is used for the scheduled report **must have sufficient permissions to access all the necessary resources to run the** *Sage Accpac Intelligence* **report**. It is best to log on to the machine that will be running the scheduled report as that user and test that the report can be run interactively under the user account before using the account for scheduled reports.

For more information about how *Sage Accpac Intelligence* reports are scheduled and checking log file information please <u>click here</u>. For more detailed information on the windows scheduling options see the Windows Help files.

Home > <u>Report Manager</u> > Maintaining Reports > Report History

Report History

Note that **History Logging** is turned off by default. Should you wish to store report history then you can turn this feature on by setting History Logging to 1 in the configuration file found in the default installation folder.

The Report History window lets a user view the details of previous report runs. A report that has been run is referred to as an Instance. By selecting an Instance from within the Report History window details of the instance can be viewed through its properties.

😅 History	
Object Sales Details 2-0 (Demo)_20100521_09 Sales Details 2-0 (Demo)_20100524_10 Sales Details 2-0 (Demo)_20100816_11 Sales Details 2-0 (Demo)_20100816_11 Sales Details 2-0 (Demo)_20100816_11	Properties Instance ID Apply 45 Instance Sales Details 2-0 (Demo)_20100816_11_38_23_3838 x Location Parent Report ID 4 Run By ID 4 Parameters Supplied Date : 01 September 2003
P	5 Objects

A definition of the report history properties can be found below.

Property	Definition	
Instance ID	Technical Key Identifier for the Instance	
Instance	The name of the Instance. This is the name of the report with a date-time stamp in the format: [REPORT NAME]_YYYYMMDD_HH_MM_SS_NNNN.xls	
Location	The file path of the instance if it was retained (Retaining Instances is an advanced Report	

	setting).
Parent Report ID	The Technical Key Identifier of the Instances Parent Report
Run by ID	Not Currently Supported
Parameters Supplied	The Parameters supplied to the report at Run Time
Run on Server	The Workstation on which the Report was initiated
Launch Time (@Server)	The time at which the Report was initiated
Completion Time (@Server)	The time at which the Report completed/failed
Process Exit Code	The Technical Exit Process Code of the Report Run Process
Process Error	Errors raised by the Report Run
Process Time (seconds)	The amount of time in seconds for the Run to complete.

Home > <u>Report Manager</u> > Maintaining Reports > Excel 2007 Template

Creating an MS Excel 2007 template

To change a xlt (Excel 2003) template to a xltx (Excel 2007) template the following steps need to be followed:

- 1. Run your existing Excel 2003 report out as normal in Excel 2007.
- 2. Minimise Excel 2007
- 3. Go back to Report Manager and unlink the xlt template from the report by selecting the Unlink Template 🚇 button on the Toolbar.
- 4. Confirm that you would like to unlink the template.
- 5. Notice that there is now no Template linked to your report:
- 6. While your report is still selected, select the Create and Link button on the Toolbar.
- 7. Select the Workbook to link as Template (the Excel workbook you've minimized) and click **OK**.
- 8. Confirm that you would like the Parameters on the Second Worksheet by clicking **Yes**.
- 9. You will now be given the option to select the Template File Format. Select the Excel 2007 Template (*.xltx) and click **OK**.
- 10. Click **OK**.

The new template is now successfully linked to the report.

Home > <u>Report Manager</u> > Maintaining Reports > Add-In Modules

Add-In Modules

Sage Accpac Intelligence supplies Add-In modules which are constantly being upgraded. These modules extend the functionality of Sage Accpac Intelligence with Excel. These Add-In modules are supplied as is and are used at your own risk.

To use the Add-In wizard click the **Add-In Function Builder** button next to the **Run Add-Ins** property of a report. To make sure that you always have the latest set of Add-In functions available keep your *Sage Accpac Intelligence* software up to date.

The Add-in functions available are self documenting. For a description of a given function select the function and view the **Function Description** in the **Choose Add-In Function** dialog box.

Choose Add-In Function	
Select Add-In Library:	Function Description:
Alchemex Add-In 1	Name: ExtendFormulaeToUsedRows
Select Add-In Library Module:	Description : Extends formulae in a range to the specified area.
General Excel extensions Module	Lie Miller Manufah in anal dara da a
Select Add-In Eunction:	Use When : You wish to apply formulae to a dynamic row range
ExtendFormulaeToUsedRows FormulaToDataColumn ReplaceFormulasWithValues Union UnionValuesOnly UnZeroPivot Zeroingll RemovePivotBlanks III	
	OK Cancel

Once you have selected an Add-In function you will need to enter parameters for the function. Click the **Fill in Example** button to fill in an example of the parameters required for this function.

An example of this screen is shown below.

Add-In Function	
Fill in Defaults	Apply
Fill in Example	
Name	
ExtendFormulaeToUsedRows - (MODULE: PLPL	
Destination Sheet	
The Column to begin at (Number)	
The first row to begin copying to	
The Excel Range to Copy (use range naming synt	
The Column used to define the used row range	
ок	Cancel

Home > <u>Report Manager</u> > Maintaining Reports > Add-In Modules: General Excel Extensions

Add-In Modules: General Excel Extensions

The following Add-in Functions are available:

Function	Description	Use When
ExtendFormulaeToUsedRows	Extends formulae in a range to the specified area.	Use when you wish to apply formulae to a dynamic row range.
FormulaToDateColumn	Place the formula in the specified start cell and copies it to the used row range specified.	Use when a calculated field is required alongside a set of source data whose number of rows is unknown.
ReplaceFormulasWithValues	Replaces any formulas in the specified range with their resultant values.	Use when you wish to break the links in a range so that the range becomes an independent range containing values only and no formulae.
	Draws data from a set of named files in a specified	Use when you wish to consolidate data from 2

Union	directory and unions it into the specified destination sheet.	different sources but containing comparable information.
UnionValuesOnly	Draws data from a set of named files in a specified directory and unions it into the specified destination sheet. Only data is unioned (ie no formatting.)	Use when you wish to consolidate data from 2 different sources but containing comparable information.
UnZeroPivot	Hides pivot items in a pivot field based on a specified value in a specified column.	Use when you wish to conditionally exclude pivot items based on an amount field.
Zeroingll	Hides or remove rows based on a specified columns value.	Use when you wish to discard or hide insignificant rows of data.
RemovePivotBlanks	Removes all the blank row items from the first Row Field in Pivot Table(s) on	Use when you do not wish blank values to display in the rows of data in your

	specified worksheet(s).	Pivot Tables.
HidePivotDataFieldCols	Hides columns in a worksheet with Pivot Tables based on the Pivot DataField SourceNames.	Use when you wish to hide certain columns in a worksheet based on the based on the SourceNames of the DataFields in the Pivot Table.
ExcludePivotBlanks	Filters out (blank) Pivot Items in the specified PivotFields of a specified Pivot Table.	Use when you want your Pivot Table to not be showing blank entries.

Home > <u>Report Manager</u> > Maintaining Reports > Add-In Modules: Accounting Trial Balance

Add-In Modules: Accounting Trial Balance Module

The following Add-in Functions are available:

Function	Description	Use When
TBSync2	Customized addin routine designed specifically to work hand in hand with supplied Pivot to Lookup solution used for Financial Templates. This version (TBSync2) is required for the Financial Analysis solution supplied with Version 3.1 or greater.	Use when you want to automate the synchronisation of a Pivot Table -> Lookup table combination.
RegionalisePack	This customized add-in routine is designed specifically to work hand in hand with supplied Management Pack Templates. The add-in is not useful for other	Use with supplied Management Pack solutions.

	reports.	
SelectLastPeriod	This customized add-in routine is designed specifically to work hand in hand with supplied Financial Report Pack Templates to Select the Last Active period in the report.	Use with supplied Financial Pack solutions.

Home > <u>Report Manager</u> > Maintaining Reports > Add-In Modules: Intranet Internet

Add-In Modules: Intranet/Internet Integration Module

The following Add-in Function is available:

Function	Description	Use When
PublishSheet	Facilitates the publishing of a sheet in the report to html and to a specified location.	Use when you wish to generate static reports for an Intranet or Internet.

- 1. Select the report you want to publish to a website.
- 2. Check **Show Advanced** option on the properties tab.
- 3. Select Run Add Ins.

Retain All Run Instances	
Keep Original Instance Audit	
Run Macros On Completion	
Run Add-Ins	
Generate Output File	
l Close Book on Completion	

- 4. Select an Add-In Function
- 5. From the Choose an Add-in Function box
- 6. Select an Add-in Library
- 7. Select an Add-in Library module
- 8. Select an Add-in function (Publish sheet). Select **OK**

Select Add-In Library:	Function Description:	
Alchemex Add-In 1	Name: PublishSheet	
Select Add-In Library <u>M</u> odule: Intranet/Internet Ingtegration Module	Description : Facilitates the publishing of a.a. sheet in the report to html and to a specified location.	
Select Add-In <u>F</u> unction:	Use When : You wish to generate static reports for an intranet or internet	
1	OK Cancel	

- 9. Specify function parameters.
- 10. Name, the name of the sheet to publish (Pivot)
- 11. Fully qualified path, (with filename & extension) for the HTML file. Example: \\myserver\intranet\reports\ThisReport.htm

	nction		1
	Fill in Def	aults	Apply
	Fill in Exa	mple	-
lame			
PublishSh	eet- (MODULE: I	PLPLUGA.C)	
The name	of the sheet to Pi	ublish	
Pivot			
A fully qual	ified path (with fil	ename and extensior	1)
(\myserve	er\intranet\report	s\thisreport.htm	_

The Add-In function should now appear in the reports Run Add-Ins property field.

Whenever this report is run, the Add-In will now be executed.

To edit the parameters of an Add-In function that has been specified already, simply press the **Add-In Function Builder** button next to the **Run Add-Ins** box on your report properties and select the function that you wish to edit, then follow the same steps as above.

Home > <u>Report Manager</u> > Maintaining Reports > Add in Module: Operating System Functions Module

Add-In Modules: Operating System Functions

The following Add-in Functions are available:

Function	Description	Use When
DeleteFiles	Deletes a list of specified files	You wish to delete temporary files that have been created by macros or by other reports in a report batch.
SaveBook	Saves the Report Output Book to a specified location	You wish to save the reports output book to a specified location.
NetSend	Sends a network message to	You want a network message to be sent to someone whenever the report runs.
CmdExec	Runs any Operating System Command or Executable Program	You want your report to launch an Operating System Command or Executable Program. Note that your report will continue to run asynchronously and the new process created will run on its own. For safety reasons this option will require that the user confirms execution of the command each time the report is run.

Home > <u>Report Manager</u> > Maintaining Reports > Add in Modules: E- mailing Functions

Add-In Modules: E-mailing functions

The following Add-in Functions are available:

Function	Description	Use When
MailSMTP	Emails a file via SMTP.	Use when you want to email a report on completion.

1. Open your Report Manager.

a Report Manager		
= :	× A B B Q 4/	
Object	Properties Columns Filters Parameters Sort Fields Aggregate Filters	
Dashboard Reports	Report ID 12	Apply
Management Pack D-2-0 (De RKL Analysis Dashboard 2-0 (Report Name Stock Re-Order Levels 2-0 (Demo)	- 1
RKL Dashboard 2-0 (Demo) Sales Cube Report 2-0 (Demo) Sales Details 2-0 (Demo)	Pescription Stock movement SOH and Reorder levels by Product Category per product	_
Stock Re-Order Levels 2-0 (D	Template Storage Location	
Inventory Reports Purchase Reports	C:\AlchemexEXO\Templates\ Report Template (Excel 97-2003 Template (*:xlt))	
Sales Reports	Stock Re-Order Levels 2-0 (Demo).xit	
	Parameters on Second Sheet	
	Show Advanced	▼ 13 Objects

- 2. Select the report that you want to setup for e-mailing automatically once it has been run.
- **3**. Select the check box to Show Advanced Properties of a report it is at the bottom of the properties tab window.

Show Advanced

4. Select the button to Run Add-ins - this will be listed in the properties window of the report.

Retain All Run Instances	
Keep Original Instance Audit	
Run Macros On Completion	
I Run Add-Ins	
I Generate Output File	
Close Book on Completion	

5. Select the option to **Specify a New Add-in Function** and select **OK**.



6. A box will appear as follows

Choose Add-In Function	an internet product compare or	
Select Add-In Library: Alchemex Add-In 1 Select Add-In Library Module: Emailing Functions Select Add-In Function:	Function Description: Image: MailSMTP Description : Emails a file via SMTP Use When : You wish to email a report on completion.	
	OK Cancel	

- 7. Select the Add-In Library, and Add-in Library Module as shown above. Select the Add in Function, click **OK**.
- 8. A box will pop up asking you to enter all the relevant details for emailing see below

Specify Function Parameters	
[Add-In]	
Fill in Defaults	y
Fill in Example	
Name	
MailSMTP - (MODULE: PLPLUGA.E)	
SMTP Server	
MySMTPServ13	
To Address	
myfriend@as978asd9.co.qq	
From Address	
me@as978asd9.co.qq	
Mail Subject	
Your Report	
Mail Text	
Please see attached file.	
	⊽╶
OK Car	ncel

This will include details about your mail SMTP server which you must get from your Mail administrator, as well as the 'from' and 'to' addresses. To send to multiple e-mail addresses, use a colon in between addresses. Ensure that when you give the report a name that you include the ".xls" extension as well. Scroll down on this window to see more available options.

9. When you have entered your details, select **OK** and you will see that a string has been added into the Add-Ins box in the properties window of your report.



10. Execute the report, and it will automatically be e-mailed to the selected recipients.

Home > <u>Report Manager</u> > Troubleshooting the Report Manager > Timeouts

Timeouts

There are various types of Timeouts that can occur during data extraction phase of a report execution. The three most common that can affect the execution of a report and troubleshooting options are described below:

• **Connection Timeout** - This occurs when *Sage Accpac Intelligence* cannot connect to the Database System in good time. By default *Sage Accpac Intelligence* will try to connect for 30 seconds. If there is no response from the Database System then a connection timeout error will occur. To increase this threshold add (or modify) the Key SQLConnectTimeout to the [Publisher] section of the ALCHEMEX.INI file, e.g. to increase it to 60 seconds add this key to the Publisher Section:

SQLConnectTimeout=60.

NOTE: Setting this value affects all *Sage Accpac Intelligence* Connections. Setting this value to 0 (zero) will cause *Sage Accpac Intelligence* to wait indefinitely for Connections to be established.

- **Query Execution Timeout** This occurs when *Sage Accpac Intelligence* cannot execute a SQL statement against the Database System in good time. For some database systems this Execution Timeout is configured within the Database System. It is sometimes referred to as a Query Governor Limit and is usually configured to prevent long running queries from monopolizing the Database System. Either of the following techniques can be used to address the problem :
 - Configure a Timeout threshold at the Container level in the Connector. You will need to do this for all Containers that are being used in Reports that are experiencing Execution Timeouts. See the advanced property *Timeout Enquiries After (Seconds)* of the container. For more details <u>click here</u>.
 - If a Query Governor Limit (or equivalent configuration option) is available in your Database System then arrange with your Database Administrator (DBA) to configure this
value.

• Wait Lock Timeout - These timeouts occur when a query is waiting for another process to release a locked record in a table. Records usually get locked when they are being updated (or edited) in a system. These timeouts cannot usually be avoided by the Database System you are using may provide setting for minimizing occurrences of Wait Lock Timeouts.

NOTE: The underlying Database System Configuration may override the available *Sage Accpac Intelligence* Timeout Settings. If this is the case and you continue to experience Timeout problems then please refer the problem to your DBA.

Home > <u>Report Manager</u> > Troubleshooting the Report Manager > Common Report Execution Errors

Common Report Execution Errors

Sage Accpac Intelligence uses ODBC and OLEDB technologies for accessing data. Each ODBC driver or OLEDB provider has slight differences and limitations. This means that certain Sage Accpac Intelligence features may have problems or not work for certain Database Systems.

If you are receiving errors when running a report use this reference to try and identify if the problem is due to one of these limitations.

[Pervasive Software][ODBC Interface][Pervasive Software SQL

Engine]The position you specified in the ORDER BY clause is invalid.

[Pervasive Software][ODBC Interface][Pervasive Software SQL

Engine]The position you specified in the ORDER BY clause is invalid.

[Pervasive Software][ODBC Interface][Pervasive Software SQL Engine] You cannot use the AVG or SUM functions on STRING, DATE, TIME, or TIMESTAMP data types.

[Pervasive Software][ODBC Interface][Pervasive Software SQL Engine]The data type is invalid for the expression.

[Pervasive Software][ODBC Interface][Pervasive Software SQL Engine]The column does not exist in the dictionary.

[Pervasive Software][ODBC Interface][Pervasive Software SQL Engine]A character in the numeric data is invalid.

[Microsoft][ODBC dBase Driver]ORDER BY clause ([TABLE].FIELD) conflicts with distinct.

[Microsoft][ODBC dBase Driver]You tried to execute a query that does not include the specified expression '[TABLENAME].[FIELDNAME]' as part of an aggregate function.

[Microsoft][ODBC dBase Driver] Data type mismatch in criteria expression.

[Microsoft][ODBC dBase Driver] Syntax error in query expression '([TABLENAME].[FIELDNAME] Like %<VALUE>)'.

[Microsoft][ODBC dBase Driver] Syntax error in date in query expression '([TABLENAME].[FIELDNAME] Like #<VALUE>%#)'.

[Microsoft][ODBC Microsoft Access Driver] Data type mismatch in criteria expression.

[Microsoft][ODBC Microsoft Access Driver]ORDER BY clause ([TABLE].FIELD) conflicts with distinct.

[Microsoft][ODBC Microsoft Access Driver] You tried to execute a query that does not include the specified expression

'[TABLENAME].FIELDNAME' as part of an aggregate function.

[Microsoft][ODBC Microsoft Access Driver] Syntax error in date in query expression '([TABLENAME].FIELDNAME Like <VALUE>%)'.

ORA-00932: inconsistent datatypes

ORA-00911: invalid character

ORA-00979: not a GROUP BY expression

ORA-01791: not a SELECTed expression

[Microsoft][ODBC SQL Server Driver]ORDER BY items must appear in the select list if SELECT DISTINCT is specified.

Operation cannot be performed while executing asynchronously

Home > <u>Report Manager</u> > Troubleshooting the Report Manager > Incompatible Operator for Data Type

Incompatible Operator for Data Type

Cause: Sage Accpac Intelligence offers a number of different Operators that can be used in Filters and Parameters and Aggregate Functions that can be used with Display Columns. Certain of these Operators and Aggregate Functions will not work with certain Data Types. This may simply be because the Operator or Aggregate Function and the Data Type combination is nonsensical or that there is a limitation with the Data Access Driver.

Since *Sage Accpac Intelligence* has been designed with an open data access architecture it would be impossible to cater for or publish every incompatible combination of Data Type and Operator or Aggregate Function. For the most common combinations with the most common Data Source types check the <u>Comparator and Aggregate Function</u> <u>Compatibility Matrix</u>.

Home > <u>Report Manager</u> > Troubleshooting the Report Manager > Debugging Reports

Debugging Reports

The Report Manager has two tools for assisting in Debugging reports. To switch the Report Manager into one of the debugging modes right click **Home** and click **Switch Output Mode**.

The following dialog box will appear.

Sele	Select Report Data Output Mode					
(Excel - Use this mode when running production reports 					
С	C Screen - Use this mode for debugging the data input stage of a report					
с	C Screen (SQL Debug) - Use this mode for debugging SQL in the data input stage					
	OK Cancel					

The available options are:

• Excel

This is the *Sage Accpac Intelligence* default mode and is the mode in which *Sage Accpac Intelligence* reports are run out to Microsoft Excel.

• Screen

This mode runs the Data extraction stage of a report and then simply outputs it to screen. All of the usual Excel data rendering functions are ignored (i.e. no template is used and no macros are run).

• Screen (SQL Debug)

Like the Screen mode above this mode runs the Data extraction stage of a report and then simply outputs it to screen. Additionally when running a report the SQL query that is generated by the report for the Data extraction stage is intercepted by a SQL Debug window. This window allows the raw SQL statement to be viewed and tested.

1. If you choose the **Screen (Sql Debug)** option, the SQL Debug window will pop up with the SQL code that gets passed to the ODBC driver.

```
_ 0
                                                              X
SQL Debugger
Edit
SELECT
                                                                ٠
                                                                Ξ
CASE WHEN tcompoth.bUseDept = 1 THEN CONCAT(LEFT
(taccount.lld,tcompoth.nActNumLen),CONCAT('-', "0000")) ELSE
LEFT (taccount.lld, tcompoth.nActNumLen) END AS Accountno,
Concat(Cast(LEFT(taccount.lld,tcompoth.nActNumLen) as char
(8)), Concat(' - ', RTRIM(taccount.sName))) AS AccountNoName,
RTRIM(taccount.sName) AS AccountName,
"0000" AS DeptCode,
"" AS DeptName,
CASE
WHEN tActrang.nAcctClass = 1 THEN "Asset"
WHEN tActrang.nAcctClass = 2 THEN "Liability"
WHEN tActrang.nAcctClass = 3 THEN "Equity"
WHEN tActrang.nAcctClass = 4 THEN "Revenue"
WHEN tActrang.nAcctClass = 5 THEN "Expenses"
ELSE "None" END AS AccountGroup
CASE
WHEN tActrang.nAcctClass = 1 AND tAccount.nAcctClass = 0 THEN
35
WHEN tActrang.nAcctClass = 1 AND tAccount.nAcctClass = 1 THEN
31
WHEN tActrang.nAcctClass = 1 AND tAccount.nAcctClass = 2 THEN
21
                                                   Test SQL
                                            Cancel
                                                          Continue
```

You can go through the SQL code to try find the problem, and then make the relevant changes to the container (Connector) of the report (Table joins, Field expressions . . .) or to the Report (Report Manager) itself (Filters, Aggregate Functions . . .)

NOTE: You will not be able the edit the SQL code in the Debug mode, you have to correct / make changes to the Container or Report directly.

From the SQL Debug window you can

Test SQL – Test the SQL code to see if it runs out successfully or not

Continue – To see what the raw data will look like in a Data output window

2. If you choose the **Screen** option, the raw data window will pop up with

AccountNo	AccountNoName	AccountName	DeptCode	DeptName	AccountGroup	GeneralLedger	Gene
0200-0000	10200 - Cash to	Cash to be depo	0000		Asset	31	Curre
0300-0000	10300 - Cash Dr	Cash Draws	0000		Asset	31	Curre
0500-0000	10500 - Petty Ca	Petty Cash	0000		Asset	31	Curre
10550-0000	10550 - Regal B	Regal Bank Sav	0000		Asset	31	Curre
10600-0000	10600 - Regal B	Regal Bank Curr	0000		Asset	31	Curre
0670-0000	10670 - Regal B	Regal Bank: US	0000		Asset	31	Curre
0700-0000	10700 - Oakville	Oakville Domini	0000		Asset	31	Curre
10800-0000	10800 - Visa	Visa	0000		Asset	31	Curre
10830-0000	10830 - MasterC	MasterCard	0000		Asset	31	Curre
0870-0000	10870 - America	American Expre	0000		Asset	31	Curre
0890-0000	10890 - Other Cr	Other Credit Car	0000		Asset	31	Curre
1000-0000	11000 - Investme	Investments	0000		Asset	38	Inves
2000-0000	12000 - Account	Accounts Recei	0000		Asset	31	Curre
2000-0100	12000 - Account	Accounts Recei	0100	Administration	Asset	31	Curre
2000-0200	12000 - Account	Accounts Recei	0200	Marketing	Asset	31	Curre
2000-0300	12000 - Account	Accounts Recei	0300	Construction/En	Asset	31	Curre
2050-0000	12050 - Allowanc	Allowance for D	0000		Asset	31	Curre
2100-0000	12100 - Holdbac	Holdbacks Rec	0000		Asset	31	Curre
2200-0000	12200 - Payroll A	Payroll Advances	0000		Asset	31	Curre
13000-0000	13000 - Purchas	Purchase Prepa	0000		Asset	31	Curre
13000-0100	13000 - Purchas	Purchase Prepa	0100	Administration	Asset	31	Curre
3000-0200	13000 - Purchas	Purchase Prepa	0200	Marketing	Asset	31	Curre
3000-0300	13000 - Purchas	Purchase Prepa	0300	Construction/En	Asset	31	Curre
13200-0000	13200 - Prepaid	Prepaid Expens	0000		Asset	31	Curre
13200-0100	13200 - Prepaid	Prepaid Expens	0100	Administration	Asset	31	Curre
3200-0200	13200 - Prepaid	Prepaid Expens	0200	Marketing	Asset	31	Curre
3200-0300	13200 - Prepaid	Prepaid Expens	0300	Construction/En	Asset	31	Curre
15200-0000	15200 - Drywall	Drywall	0000		Asset	33	Inven
15300-0000	15300 - Hardware	Hardware	0000		Asset	33	Inven
5400-0000	15400 - Lumber	Lumber	0000		Asset	33	Inven
5700-0000	15700 - Roofing	Roofing Material	0000		Asset	33	Inven
5800-0000	15800 - Other Inv	Other Inventory	0000		Asset	33	Inven
7100-0000	17100 - Furniture	Furniture & Fixtur	0000		Asset	35	Capit
7200-0000	17200 - Accum A	Accum Amort F	0000		Asset	35	Capit

the raw data before it is passed to excel.

You can now easily go through the raw data, sorting fields by clicking on the field headings.

Things to Keep in Mind

- When you open the Report Manager it defaults the Output mode to Excel every time, regardless of the state you closed the Report Manager in.
- In a networked environment of *Sage Accpac Intelligence*, the Output mode you select will only be affective on the PC it was set on.

Home > <u>Report Manager</u> > Troubleshooting the Report Manager > Report Problems with Excel

Problems with Excel when Running Reports

Excel Frozen

When *Sage Accpac Intelligence* runs a report out to Excel it takes control of Excel and prevents user interaction with Excel. If a report runs into rendering problems it is possible that Excel can be left locked.

To release Excel:

- 1. In the Report Manager Module, select the **Home** object
- 2. Right click and select **Unlock Excel** or click the 🜌 key on the toolbar.



Excel will now be unlocked and user interaction will be allowed again.

Home > <u>Report Manager</u> > Troubleshooting the Report Manager > Trapping Errors in Macros

Trapping Errors in Macros

When an error occurs in an Excel Macro with no error traps the VBA (Visual Basic for Applications) Editor automatically goes into Debug Mode and awaits a response from the user. If the Macro is being called from a *Sage Accpac Intelligence* Report it may not be convenient for this interaction to take place. In particular if a report is running unattended (e.g. from a scheduler) then the report will freeze at the debug point and Excel will hang. To prevent this from happening include an error trap in your Macro that passes the Error description back to *Sage Accpac Intelligence*. *Sage Accpac Intelligence* will then handle the error. To do this perform the following steps:

- 1. Open your template with the Macro in it.
- 2. Change the Sub Keyword to Function (this allows the Macro to return a value).
- **3**. Turn Error Trapping on in the Routine with the "On Error Goto [TrapName]" VBA syntax, e.g.

```
On Error GoTo MyErrorTrap
```

4. As the last lines in the Routine include the Error Trap. The error trap should return the error from the Macro as a string so that *Sage Accpac Intelligence* can catch the error and handle it. The error trap should be of the following structure:

```
Exit Function
MyErrorTrap:
MyMacro = Err.Description
```

An Example of the full structure of a Macro with an error trap is shown below:

```
Function MyMacro()
On Error GoTo MyErrorTrap
'[Included here should be the functional code of the Macro]
Exit Function
MyErrorTrap:
```

MyMacro = Err.Description End Function

Note: Using this method to trap Errors and pass them back to *Sage Accpac Intelligence* will allow errors to be rendered in *Sage Accpac Intelligence* and stop the errors being Debugged by the VBA debugger within Excel. *Sage Accpac Intelligence* will not take any action on the errors. For intelligent error trapping for bespoke Macros, more intelligent error handlers will have to be implemented within your macros and will require a good working knowledge of VBA. Home > <u>Report Manager</u> > Troubleshooting the Report Manager > Unlocking a Container and Expressions

Unlocking a Container and Expressions

If a Container and/or its Expressions have been locked using *Sage Accpac Intelligence*'s intellectual property (IP) protection facilities then it can be unlocked by the Owner of the Container if necessary. There are two scenarios that could occur.

The owner of the Container needs to Unlock in their system

In this scenario, where the Container Owner (see the Property "Container Owned by" of the Container) is the same as the *Sage Accpac Intelligence* registered Company in the License Manager, then the Unlock operation is simple. Right click on the Container and select **Unlock Container** or **Unlock Container Expressions** to perform the required Unlock operation. The unlock will occur without any authorisation required.

A Company licensed for usage of the Container but not the Container Owner needs to Unlock in their system

In this scenario the unlock operation needs to authorised by the Owner of the Container. Note that once this is done the IP will no longer be hidden from the user of the container.

The Owner of the Company will need to supply Pin Codes to the Usage Company to perform the unlock. These Pin Codes are unique to the Container and the Usage Company and cannot be re-used by other companies to perform an unlock. One Pin Code is required for unlocking the Container and one is required for unlocking a Containers Expressions.

For the Container Owner to generate these Pin Codes:

- 1. Select the Container, right click and choose **Generate Unlock Pin Codes.**
- 2. The screen shown below will display.

operation to be s		r the unlock
operation to be s	successiui.	

- **3**. Enter the Usage Company that you wish to supply the Pin Codes to. (Note that the Company name must be identical to the Company Name in the License Manager of the destination system.) This name is Case Sensitive.
- 4. Press **OK** and you will receive a Pin Code message as shown below. Note the Pin Codes and supply these to the destination company (ABC Company in this example).



- 5. ABC Company should select the Container in their Sage Accpac *Intelligence* system.
- 6. Right click choosing **Unlock Container** or **Unlock Container Expressions**.
- 7. A prompt will appear for each unlock operation requiring the supplied Unlock Pin Code. On entering a valid Pin Code the unlock operation will occur.

Home > Custom Add-In for Excel > Excel Add-In

Sage Accpac Intelligence Excel Add-In

The Sage Accpac Intelligence Excel Add-In is provided to offer extra functionality within your Sage Accpac Intelligence Reports directly from within Excel. The Excel Add-In currently supports the following Functions:

- Drill-Down Tool
- Hide Zero Rows Tool
- Quick Pivot
- Format Pivot
- Add Accounts
- About Report Tools

Note: If Excel has been re-installed then the Sage Accpac Intelligence Excel Add-In may not be available in Excel.

To rectify this make sure that Excel is closed and run the **PLMAINT.EXE** tool in your Sage Accpac Intelligence [Metadata Server] folder on each Sage Accpac Intelligence client workstation.

From the Tools Menu choose **Register** *Sage Accpac Intelligence* **Add-Ins**. This will register the Add-In with Excel and the menu will become available in Excel at next run. Should you register the add-in and find that the **Report Tools** menu is still not available on the Excel menu bar, then using **PLMAINT.EXE** again, register the COM Server as well.

Home > Custom Add-In for Excel > Drill-Down

Drill-Down

The **Drill-Down** tool allows *Sage Accpac Intelligence* to interrogate data directly from within your Excel reports. A common scenario might be, where one high level *Sage Accpac Intelligence* report needs to drill down to line level transactional Data in other reports. As a fast interrogation method the Drill-Down tool allows individual *Sage Accpac Intelligence* reports to be executed with parameters based on Excel Cell values. These reports render their data directly to a fast grid style window rather than to a new Excel Report. From this screen the user may then choose to dump the data into Excel via the data screen menu. In this form a *Sage Accpac Intelligence* report definition is being used as the source for an Ad-Hoc data enquiry.

1. To use the **Drill-Down** tool locate the **Report Tools** menu on your standard Excel Menu Bar. Select the **Drill-Down** Menu. Menu is shown below:

Report Tools *
Drill-Down
Hide Zero Rows
Quick Pivot
Format Pivot
Add Accounts
About Report Tools

The **Drill-Down** tool will appear. To Execute a pre-configured Drill-Down simply Double Click on it or select it then click the **Execute** Button.

Select Drill Down								X
Description I GL Transactions	Report ID MAS90	Parameter Columns 1,Param_Year;Sel	To Screen 1	Defined Name GL_001	Param Col DParam DSelecte	Value 400-01-02 2008 12		
Selected Row 12				Delete	Edit	Add	Execute	Close

- 2. To configure a Drill-Down select the **Drill-Down** and click **Edit**. The **Configure Drill-Down** window will appear. This window is shown below.
- **3**. To Add a Drill Down click the **Add** button and follow the same process outlined below.

Note: A Drill Down definition set is contained within an Excel Book or Template. If you change or add a Drill Down definition in a Report you should link it back to your Report in the Report Manager to keep the changes.

💯 Configure Drill Down		X					
Drill Down Defined <u>C</u> ode ALC_DRILL_1	Drill Down Descriptive Name	Report ID/Code					
Source Sheet Report Parameter Columns (semi-colon delimited)							
Income Statement C Drill down Data to Data Window C Drill down Data to Report Workbook							
		OK Cancel					

The Properties of a Drill-Down Definition are listed below:

- Drill Down Defined Code: A unique code for the Drill-Down within the Excel Book
- Drill Down Descriptive Name: A meaningful name used to identify the Drill Down

- Report ID/Code: The Sage Accpac Intelligence Report ID to use for interrogation. The Report ID of a report is listed on the property window of a report in the Report Manager.
- Source Sheet: The Source Sheet used to interrogate from. This is the sheet that has the parameters for the report. This must be the Excel Worksheet name OR the word ActiveSheet for the drill down to work from any sheet in the Workbook.
- Report Parameter Columns: A semi-colon delimited list of the column numbers or names used to define where to obtain the report parameters from.

As an interrogation tool the data will most likely not be needed in your Excel report and once viewed the window can be closed.

If you wish to analyse the data in Excel however, then use the Data to Report Workbook provided to transfer the data into Excel. A number of options are provided for this.

Home > Custom Add-In for Excel > Hide Zero Rows

Hide Zero Rows

The **Hide Zero Rows** tool is an add-in which can aid in the analysis of data. Specifically the tool allows rows within a selection to be hidden based on a zero value in a specified column. This can be particularly useful when viewing financial type reports.

1. To use the tool select the **Hide Zero Rows** option from the **Report Tools** menu within Excel.

1	
	Drill-Down
	Hide Zero Rows
	Quick Pivot
	Format Pivot
	Add Accounts
	About Report Tools

2. Choose the Range to perform the operation on, and the Column that contains the value to check for zeros. Then click **OK**. See the window below.

Enter Ranges	for Hiding	g Zero Rows
<u>R</u> ow Range	Colu	mn with <u>∨</u> alues
\$G\$13		G
	ОК	Cancel

The Rows within the **Row Range** that have a Zero value in the Column specified in the **Column with Values** box will be hidden.

Note: If the function is reused on an overlapping range with hidden rows already then the rows are unhidden before performing the operation.

3. To **unhide** hidden rows in a range use Excels standard Unhide function. To do this select the row range that includes the hidden rows to unhide then Right Click and choose **Unhide**.

Tip: Should you wish to hide zero value rows but only when based on a certain condition, then using a normal excel formula, create another column containing the formula based on the condition which will result in specific rows being zero, then configure that column as the **Column with Values** in the **Enter Ranges for Hiding Zeros** screen.

Example: To hide a Year to date column of values but only if there was no movement in the other monthly columns. In this case using the **Year to Date** column as the **Column with values** would not work.

Home > Custom Add-In for Excel > Quick Pivot

Quick Pivot

The user is able to create pivot tables from within existing reports as and when needed. The user is able to customize pivot tables without leaving an existing report pack.

Within the applicable Excel report generated from the Report Manager, access the **Quick Pivot** option from the **Report Tools** menu on the Excel Menu bar.

Report Tools *
Drill-Down
Hide Zero Rows
Quick Pivot
Format Pivot
Add Accounts
About Report Tools



Options Tab

Source Sheet	Defines the sheet where the data is stored on.
Source Data	Defines the data source name
AUDTDATE AUDUSER ADDRESS1	The field names that are available for the user to report on
Target Location for Pivot Table	Specifies the location where the new sheet will be sent to
Pivot Table Name	Defines the name of the new pivot report
Row Fields	Dimensions that will be reported horizontally
Column Fields	Dimensions that will be reported vertically
Page Fields	Dimensions reported on a global level
Data Fields	Aggregated measures reported within the content of the report.

Click $\mathbf{OK}.$ The report will be created as a new sheet within the specified workbook.

Format Tab

💊 Quick Pivot Wizard	X
Options Format	
 Row Field Heading Color Column Field Heading Color Page Field Heading Color Page Field Heading Color Sum by Default No Gridlines on Sheet Freeze Window Pane for Data Zoom Sheet to %: Apply Number Format. Hide Blanks Grand Total Columns Grand Total Rows Sub Total Row Fields Auto Sort Fields Auto Sort Fields 	Image: Bold Image: Bold Image: Bold Defaults
	OK Close

Row Field Heading Color Column Field Heading Color Page Field Heading Color	Bold Bold Bold	Defines colours used within the pivot report. To access additional colour pallets, click the colour box.
Defaults		Restores original default colours.

Sum by Default	Uses the Sum Aggregation as default within the report content. If unchecked, the count aggregation is used.		
No Gridlines on Sheet	Removes the grid lines from the sheet		
Free Window Pane for Data	Freezes the report headings		
Zoom Sheet to%	Zooms the sheet to the percentage specified		
Apply Number Format	Changes the number format to what has been specified		
Hide Blanks	Hide all Blanks		
Grand Total Columns	Includes Grand Total for all the Columns		
Grand Total Rows	Includes Grand Total for all the Rows		
Sub Total Row Fields	Gives a Sub Total for the Row fields		
Auto Sort Fields	Automatically Sorts the Fields		

Home > Custom Add-In for Excel > Format Pivot

Format Pivot

The user is able to change the format of pivot tables from within existing reports as and when needed. This can be done without leaving an existing report pack.

1. Within the applicable Excel report generated from the Report Manager, access the **Format Pivot** option from the **Report Tools** menu on the Excel Menu bar.

leport Tools *
Drill-Down
Hide Zero Rows
Quick Pivot
Format Pivot
Add Accounts
About Report Tools

2. Select Format Pivot. The Pivot Table Format Wizard will open.

S Pi	Se Pivot Table Format Wizard							
Sel	Select Pivot Table Format							
	Pivot Table Worksheet Workbook							
	PivotTable1	Sheet4	Financial Reports 3	_				
			OK	Close				

- 3. Select the Pivot you wish to format.
- 4. Select the **Format** Tab.
| 💊 Quick Pivot Wizard | X |
|---|--|
| Options Format | 1 |
| Row Field Heading Color Column Field Heading Color Page Field Heading Color Page Field Heading Color Sum by Default Sum by Default No Gridlines on Sheet Freeze Window Pane for Data Zoom Sheet to %: Zoom Sheet to %: Zoom Sheet to %: Apply Number Format: Hide Blanks Grand Total Columns Grand Total Rows Sub Total Row Fields Auto Sort Fields | Image: Bold Image: Bold Image: Bold Defaults |
| | OK Close |

- 5. Make the required changes (See <u>Quick Pivot</u>).
- 6. Select OK.

Home > Custom Add-In for Excel > Add Accounts

Add Accounts

If new accounts have been added into the General ledger within the accounting system, these will be added to the lookup sheet and highlighted in green. But still need to be added to your Financial Report Layout.

(Please note: This function is intended for use with the shipped Financial reports and customized versions of these.)

1. The **Add Accounts** functionality can be accessed from the **Report Tools** menu on the Excel Menu bar.

Dril	ll-Down	
Hid	le Zero Ro	WS
Qu	ick Pivot	
For	mat Pivot	
Add	d Accounts	
Abo	out Report	Tools

2. Select the Accounts to Insert box will open.

	[AII] 🔻					
	Туре	Acct Desc	Cat C	Cat Desc		
100-00-A	в	Cash in Trust Fu	20	Assets	Ξ	
101-01-00	в	Cash in bank	20	Assets		Select Al
101-02-00	в	Cash in bank - p	20	Assets	-	
101-03-00	в	Cash in bank - s	20	Assets		Clear All
105-00-01	в	Accts. receiv	20	Assets	÷ 1	
•				Þ		
insert at Row:	•	Place your mous desired Row in t Sheet and selec	he Excel	8		

A list of accounts that are not in the layout will appear.

- 3. Use the **Type** drop down arrow as well as the other filter textboxes to locate the specific accounts.
- 4. Select the account that you wish to insert at the specified row. You can select a different row in Excel while the **Select the Accounts to Insert** form is active.
- 5. Select the **Insert** button to add the accounts.
- 6. Select the **Close** button once all the accounts have been inserted.

Home > Custom Add-In for Excel > About Report Tools

About Report Tools

The **About Report Tools** displays which version of *Sage Accpac Intelligence* is currently installed.

The **About Report Tools** functionality can be accessed from the **Report Tools** menu on the Excel Menu bar.

Report Tools *	About Report Tools
Drill-Down Hide Zero Rows Quick Pivot Format Pivot Add Accounts About Report Tools	Report Tools Version : 6.8.306 Details OK

Home > Analysis Module > Introduction

Introduction

Sage Accpac Intelligence is a business intelligence reporting tool that incorporates a number of modules including many innovative features. Sage Accpac Intelligence enables you to connect to any supported ODBC compliant database and extract the data into Microsoft Excel where the data can be summarized and analyzed using Microsoft Excel's extensive data analysis tools. The Microsoft Excel workbook and its workings are then linked to Sage Accpac Intelligence to create a permanently linked Excel template. This enables you to extract the data to a Microsoft Excel workbook in the way you want it to be presented.

The *Analysis Module* (OLAP) works with, and is dependent on, the Connector, Report Manager and Microsoft Excel being licensed to a user's machine.

On-Line Analytical Processing (OLAP)

OLAP is more than an acronym that means Online Analytical Processing. OLAP is a category of software tools that provides analysis of data stored in a database. With OLAP, analysts, managers, and executives can gain insight into data through fast, consistent, interactive access to a wide variety of possible views. Stated another way, OLAP is a category of applications and technologies for collecting, managing, processing, and presenting multidimensional data for analysis and management purposes. A widely adopted definition for OLAP used today in five key words is: Fast Analysis of Shared Multidimensional Information (FASMI).

- **Fast** refers to the speed that an OLAP system is able to deliver most responses to the end user.
- **Analysis** refers to the ability of an OLAP system to manage any business logic and statistical analysis relevant for the application and user. In addition, the system must allow users to define new ad hoc calculations as part of the analysis and report without having to program them.
- **Shared** refers to the ability of an OLAP system being able to implement all security requirements necessary for confidentiality and the concurrent update locking at an appropriate level when multiple write access is required.
- **Multidimensional** refers to a concept that is the primary requirement to OLAP. An OLAP system must provide a multidimensional view of data. This includes supporting hierarchies and multiple hierarchies.
- **Information** refers to all of the data and derived data needed, wherever the data resides and however much of the data is relevant for the application.

Home > Analysis Module > Types of Reporting

Types of Reporting

Organizations generally require two types of information. One is **fixed format reporting** (*Sage Accpac Intelligence* Standard Report Templates), and the other is **analysis** (Analysis Module). The former requires information to be presented neatly, formatted and presentable. This is applicable for financial reporting, board packs, management dashboards, or similar fixed format intelligence. The latter is less presentable, but contains rich information that can be analyzed in various ways to establish trends and statistics which may not become instantly apparent in the fixed format reporting.



INFORMATION SWEET SPOT

As the diagram above illustrates, the best approach for BI for SMME's lies somewhere between OLAP and Reporting. OLAP should most commonly deal with greater volumes of data than a fixed format report. An OLAP tool should be able to trump its closely related fixed format reporting cousin in its ability to deliver multi-dimensional (as opposed to a single "flat sheet" dimension), analysis graphing, charting and more.

Home > Analysis Module > What is OLAP ?

What is OLAP ?

OLAP stands for On Line Analytical Processing, and supports multidimensional analysis of information. It is the process of extracting information from a data source (this could be a transactional system, or a data warehouse), and compressing it into a format that is optimized for multi-dimensional analysis.

An OLAP database allows business decision makers to analyse data that has been sorted into hierarchical structures. The data is static so all mathematical aggregations can be built into the database query, thereby providing a more efficient and resource friendly means of reporting. This data warehouse can then be pulled into a pivot table within Excel, where the user is able to drill down into the report, using the hierarchical dimensions built into the query.

The *Analysis Module* allows the user to define the dimensions and measures required and then create the .cub file, which will then become a data source for reporting within the *Sage Accpac Intelligence* Report Manager. As the data remains static, the .cub file should be rebuilt daily, to ensure that the data remains relevant.

OLAP Cubes

OLAP cubes can be considered an extension to the two-dimensional array of an Excel spreadsheet. A company might wish to analyze some financial data by product, by time-period, by city, by type of revenue and cost, and by comparing actual data with a budget. These additional methods of analyzing the data are known as dimensions and an OLAP cube allows for the presence of be more than three dimensions for more powerful information analysis.

• Functionality

An OLAP cube consists of numeric facts called Cube Measures (or measures) which are categorized hierarchically by Cube Dimensions (or dimensions).

• OLAP Views

A business owner may want to view or "pivot" the data in various

ways, such as displaying all the cities down the page and all the products across a page. This could be for a specified period, version and type of expenditure. Having seen the data in this particular way the business owner may then wish to view the data in another way. The view could effectively be re-oriented so that the data displayed now has periods across the page and type of cost down the page. OLAP allows users to pivot data very fast and very efficiently.

• OLAP Hierarchy

Each of the elements of a dimension could be summarized using a hierarchy. The hierarchy is a series of parent-child relationships, typically where a parent member represents the consolidation of the members which are its children. Parent members can be further aggregated as the children of another parent.

For example May 2005 could be summarized into Second Quarter 2005 which in turn would be summarized in the Year 2005. Similarly, cities could be summarized into regions, countries and then global regions; products could be summarized into larger categories; and cost headings could be grouped into types of expenditure.

• OLAP Terminology

The user driven process of creating different views, is sometimes called "slice and dice". Common OLAP functions include slice and dice, drill down, roll up, and pivot.

- **Slice**: A slice is a subset of a multi-dimensional array corresponding to a single value for one or more members of the dimensions not in the subset.
- **Dice**: The dice operation is a slice on more than two dimensions of a data cube (or more than two consecutive slices).
- **Drill Down/Up**: Drilling down or up is a specific analytical technique whereby the user navigates among levels of data ranging from the most summarized (up) to the most detailed (down).
- **Roll-up**: A roll-up involves computing all of the data relationships for one or more dimensions. To do this, a computational

relationship or formula might be defined.

• **Pivot**: This operation is also called rotate operation that rotates the data in order to provide an alternative presentation of data.

Home > Analysis Module > When would you use it ?

When would you use the Analysis Module ?

You would use it :

- If you wanted to analyze transactional data to establish trends over a period of time.
- The data in your database is not stored in a suitable format to achieve the type of analysis that you require.
- You are being challenged by the row limitations presented by Excel as a reporting front end.
- You want to be able to view the same information in a variety of ways.
- Analysis is a priority over fixed format reporting.

Home > Analysis Module > Modules > Modules

Modules

Sage Accpac Intelligence has several modules available but it is important to understand the relationship between the following three Sage Accpac Intelligence modules to understand how the Analysis Module functions in being able to deliver analysis on your data:

- The Connector
- The Analysis Module (OLAP)
- The Report Manager

Home > Analysis Module > Modules > The Connector Module

The Connector

Main Functionalities

This module provides a skilled IT user with a powerful and cost effective report writing solution, capable of delivering Microsoft Excel reports from any ODBC compliant data source:

- Create links to databases
- Create containers (tables) and expressions (fields) for reporting
- Is the gateway to databases to create relevant meta data for all reports

Key Components

- Connect to various available data sources using the existing ODBC connections
- Create and maintain Containers
- Create additional Expressions using either MSSQL or Microsoft Excel as the Expression source
- Access the Report Download Community to download additional preformatted reports

Home > Analysis Module > Modules > The Analysis Module

The Analysis Module

An OLAP (On Line Analytical Processing) database allows business decision makers to analyze data that has been sorted into hierarchical structures. The data is static so all mathematical aggregations can be built into the database query, thereby providing a more efficient and resource friendly means of reporting. This data can then be pulled into a pivot table within Excel, where the user is able to drill down into the report, using the hierarchical dimensions built into the query.

Main Functionalities

The *Analysis Module* allows the user to define the dimensions and measures required and then create the .cub file, which will then become a data source within the Report Manager, as the data remains static, the .cub file should be rebuilt daily, to ensure that the data remains relevant.

- Define date Dimension Table
- Define dimensions and measures

Key Components

- Creates a .cub file
- Data remains static

Home > Analysis Module > Modules > The Report Manager

The Sage Accpac Intelligence Report Manager

This module provides you with a pre-formatted, intelligent Microsoft Excel reporting tool for your data. You can use the base of reports to create new reports or even write your own reports in Microsoft Excel.

Main Functionalities

Selections of pre-formatted standard *Sage Accpac Intelligence* reports are provided. In addition to these reports the following main functionalities are also available:

- Creating new reports using existing Containers
- Customisation of existing pre-formatted reports

Key Components

- Organise your reports into folders
- Create new reports
- Select additional reporting Fields
- Add Filters, Parameters or Aggregates to your report
- Manage report templates

Home > Analysis Module > How to set up a report

How to Set up a report in the Analysis Module ?

- **1**. Open the Connector.
- 2. Right Click and **Add Connection**. (Connects to the data you wish to interrogate).



3. Add the connection details.

Connection Info	×
System:	
Microsoft OLE DB Provider for Local Cubes	Add
Connection Name	
OLAP Test	Cancel
Local Cube File (.cub)	
OLAP Test	
Database Name	
OLAP Test	
<u>U</u> serId:	
Password:	
Use Auto Connection System	

4. Add Data Container/s. (Published through your Data Connection describing what information you are going to have access to, when building your cube)

W Sage Line 50 v16	
Sage Line 50 v9	Open
Simply Accounting	Rename
Sybase System 11	Delete
😻 System DSN	
🙀 System DSN (SQL Style 1)	Add Data Containers
System DSN (SQL Style 2)	Check/Test
System DSN (SQL Style 3) System DSN (SQL Style 4) System DSN (SQL Style 5) System DSN (SQL Style 6)	Properties
	Refresh
	Move To
🙀 System DSN (SQL Style 7)	Import Report
Transoft Windows ODBC Driver	
VIPGT ODBC Driver	Connection Driver Properties
Microsoft OLE DB Provider for Local Cubes	Drop Created Views
OLAP Test	
Microsoft OLE DB Provider for OLAP Services	🔫 🗖 Show Advanc
dministrator Tool	

- 5. A Data Expression/s the fields within your data container. NOTE: In many instances, particularly where Sage Accpac Intelligence ships solution sets for specific install bases, the first steps would already be in place. If this is the case, then start here at the next step.
- 6. Generate the Cube report you have created in your Analysis Module and this will create a new instance (or refresh an existing instance) of your .cub file

File Edit Action Tool	s Window Help
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Object	
Home	
OLAP Test	
😺 OLAP Sales Cube	Open
	Rename
	Delete
	Generate Cube
	Lock
	UnLock
	Check/Test
	Properties
	Refresh
	Сору
	Move To
	Export Cube Definition
	Generate Scheduler Command
	Purge Instance History

7. Using the *Sage Accpac Intelligence* Report Manager, create a new Cube Report and use the cube you created in your Analysis Module as the data source for the report.

🕞 File Edit Ac	tion Report Tools Window Help
😐 💼 🎟 😰 🖣	
Object	
🕼 Home	
Demonstration	1
Genie	
	Open
	Rename
	Delete
	Add Report
	Properties
	Refresh
	Run Report Batch
	Run Report Batch (Mode 2)
	Add Sub Query Report
	Add Dataless Report
	Import Report

8. Select Cube report.



9. Enter a name for the cube report



10. Once the report is set up you would run this report which would render the data for your cube into Excel just as a standard *Sage Accpac Intelligence* report would be run.



11. Finally, using Excel as your cube browser allows you to use a Pivot Table to drag and drop the fields defined in your cube to view the same data in various ways. If you get to a point where a specific layout that you have created serves a specific need in your business and you want to keep this layout, you can do this by creating and linking your Excel layout with the report in the *Sage Accpac Intelligence* Report Manager. Each time you run this report after doing a **create and link** process, your most recent layout will automatically be displayed when you rerun the report.


Home > Analysis Module > Analysis Module Defined

The Analysis Module Defined

A cube is a data structure that aggregates data by the levels and hierarchies of each of the dimensions that you wish to analyse. Cubes combine several dimensions, such as time, geography, and product lines with summarised data, such as sales or inventory figures.

Cubes are not "cubes" in the strictly mathematical sense because they do not necessarily have equal sides.

The Analysis Module is an additional module that functions between the Sage Accpac Intelligence Connector Module and the Sage Accpac Intelligence Report Manager module. The purpose of the Analysis Module is to use an existing connection to a database provided by the Sage Accpac Intelligence Connector to access data and create an offline .cub file. This .cub file is then in turn used by the Sage Accpac Intelligence Report Manager module to create reports and finally Microsoft Excel is used to browse this cube data and create an output that can be linked to Sage Accpac Intelligence and refreshed as and when required.

In short, the use of the *Sage Accpac Intelligence* modules for data analysis purposes is summarised in sequential order as follows:

Sage Accpac Intelligence Basic Report Design



Sage Accpac Intelligence Connector Module	Connects to the underlying database and publishes metadata from source data
Analysis Module	Creates a .cub file off the metadata made available by the Sage Accpac Connector Module
Sage Accpac Intelligence Report Manager Module	Creates a report of the .cub file established by the Analysis Module
Microsoft Excel	Used as the browser interface to analyse the data in the report created by the Analysis Module.
Create and Link Template	When a final layout is concluded the normal "Create and link" function within <i>Sage Accpac Intelligence</i> Report Manager is used to create a template of the final analysis output in Microsoft Excel.

Home > Analysis Module > Cube Components > Cube Components

Cube Components

The *Analysis Module* uses already created data connections, containers and expressions from the *Sage Accpac Intelligence* Connector. When creating the .cub file you are required to specify the following:



1. Database Date Dimension Table (using the Date Dimension Tool)

The Date Dimension tool allows you to specify the dates that are applicable to your dataset. You specify your financial year start date as well as the number of years of data that you have in your dataset. The date dimension table should go back as far as is required to analyze prior year's data. The Date Dimension Tool then generates a "date dimension table" for you to use when creating reports. This table includes the following fields:

- Date
- Financial Year
- Financial Quarter
- Financial Period

The Date Dimension tool allows you to set fiscal year parameters, account for specific holidays and non-working days that are applicable to your dataset.

You can launch the Date Dimension tool from the *Sage Accpac Intelligence* Connector or the *Analysis Module*.

2. Cube Dimensions

A dimension is a set of one or more organised hierarchies of levels in a cube that the user understands and uses for data analysis purposes. These dimensions facilitate the drill down functionality. Dimensions represent the variables by which measurement is performed, such as date, location, product code, etc. Dimensions can be arranged in hierarchies, allowing users to drill down through the data.

For example, a "service date" dimension which could contain the hierarchy of YEARS drilling down to QUARTERS, and then to MONTHS.

Another example would be a "region" dimension which could contain the hierarchy of COUNTRY, drilling down to STATE, and then to CITY.

Careful design of the hierarchy in a dimension facilitates drill-down reporting by designing the hierarchies to be intuitive and to follow the thought process of the analyst.

3. Cube Measures

Measures are a set of values in a cube that are based on a column in the cubes dimensions. Measures include a variety of key performance indicators, and may include "simple" measures (amounts paid to suppliers, stock days, etc.) as well as computed measures or ratios, such as cost per member per month. Measures can be presented at various levels of summarization or drilldown, depending on how the dimensions of the analysis are displayed. The numbers in the OLAP spreadsheet are called measures. When setting up OLAP cubes, these values are also often called facts. Typical measures or facts would be:

- Sales Dollars
- Sales Count
- Profit
- Hours of Work
- 4. The location of the .cub file

When the OLAP cube is generated it is generated to a file with the .cub extension, you need to specify the location of this file. This local cube file (.cub file) is stored in a single, portable file that can be stored on both server and non-server environments. End users can browse local cubes without the need for a connection to a Microsoft Analysis server. Local cubes are the only variety of cube that provides this capability. After a local cube is created, if its source data changes, the local cube can be refreshed to incorporate the new version of the source data.

Home > Analysis Module > Cube Components > More on OLAP Cubes

More on OLAP Cubes

The OLAP cube provides the multidimensional way to look at the data. The cube is comparable to a table in a relational database. The specific design of an OLAP cube ensures report optimization. The design of many databases is for online transaction processing and efficiency in data storage, whereas OLAP cube design is for efficiency in data retrieval. In other words, the storage of OLAP cube data is in such a way as to make easy and efficient reporting. A traditional relational database treats all the data in a similar manner. However, OLAP cubes have categories of data called dimensions and measures.

In the figure below; time, product and location represent the dimensions of the cube, while 80 represents the measure. Note: A dimension is a category of data and a measure is a fact or value.



OLAP Cube

Dimensions

Dimensions are broad groupings of descriptive data about a major aspect of a business, such as dates, markets and products. Each dimension includes different levels of categories.

For example, you OLAP cube could have a time dimension. This time dimension could be further categorized into year, quarter, and month. These levels of categories, (hierarchies) are what provide the ability to drill-up or drill-down on data in an OLAP cube.



Measures

Measures are actual data values that occupy the cells as defined by the dimensions. Measures are typically stored as numerical fields. For example you are a manufacturer of calculators. The question you want answered is how many of ABC model calculators (product dimension) a particular plant (location dimension) produce did during the month of April 2009 (time dimension). Using the Analysis Module, you find out that a plant produced 4500 ABC cell phones in April 2009. The measure on this example is the 4500.

Home > Analysis Module > Cube Components > The Date Dimension Tool

The Date Dimension Tool

The Date Dimension tool allows you to specify the dates that are applicable to your dataset. You specify your financial year start date as well as the number of years of data that you have in your dataset. The Date Dimension Tool then generates a "date dimension table" for you to use when creating reports.

This table includes the following fields:

- Date
- Financial Year
- Financial Quarter
- Financial Period

The Date Dimension tool also allows you to specify holidays and non working days that are applicable to your dataset.

Method

1. Select Date Dimension Creation Tool.

CLAP Manager	- • *
B ■ ■ ■ ■ ▼ - ► ③ ≦ ②	
	2 Objects

2. Select the database that you would like to create the dimensions for :

Accpac - Picklist	Connection	
Accpac 54		
Accpac Demo	E a construction of the second se	
Accpac Demo - D CA	uplication	
CIP		
ED		
PickList		
	OK	
	OK	Cancel

3. Enter your Financial information on the first screen and select generate to create the date dimension table

Date Dimension Table Generator [2.2.0.1]	
Eile Help	
onfigure and Generate Table Set Holidays Edit Date Dimension Table	
Use the Date Dimension Generator Tool to populate the Date Dimension Table able is used for the generation of the Date Dimension in Cubes . The Date Dim nalyse data from prior years	alch_tbl_date_dimension. The Date Dimension nension should go back as far as is required to
From Date (should be first day of a financial year)	
01 January 2008	
Number of Years	
5	
Drop and Recreate Dimension Table	
	Generate

- 4. If you have already created the Date Dimension table and would like to recreate it, you can select the tick box **Drop and Recreate Dimension Table** to overwrite the previously created dates
- 5. Select the **Set Holidays** tab to enter any applicable holidays or non working days

6. You can edit your Dates on the **Edit Date Dimension Table** tab

Home > Analysis Module > Layout of the Analysis Module Interface > Layout > Layout of the Interface

Layout of the Interface

To effectively use the *Analysis Module*, you need an understanding of the *Sage Accpac Intelligence* interface and how to perform actions.

The software layout is divided into 2 main areas:

- The Object Window
- The Properties Window

SCAP Manager	
Object Home Demonstration Folder	Properties Folder ID Apply 2 Folder Name Demonstration Folder ▲ Description ✓
	2 Objects

1. Object Window:

You are able to select objects using your mouse from the object window in order to either view the objects' properties or perform a task with the object. For example, you are able to select an object in the object window and rename the object just as you would rename a file in Windows Explorer

Method: From the Object window, double click on the desired object to expand to show details or collapse the Objects



2. Properties Window:

You are able to view and update the properties of a selected object using the properties window. For example, you are able to add your own custom description of the object in the object's properties window

Method: From the Object window, select the desired Object, then From the Properties window, view the desired Properties

Properties Dimensions Measures Filters Parameters	
Cube Definition ID	Apply
17	Abbiy
Cube Definition Name	<u> </u>
Sales Demo Cube	
Description	
Exercise 5	
Default Cube File Path	
C:\Alchemex60\Standard MetaData\Olap\Cubes	
Cube File Name	
Sales Demo Cube.cub	
Last Refreshed	
2010/05/17 09:33:19 AM	
Show Advanced	-
	3 Objects //

Home > Analysis Module > Layout of the Analysis Module Interface > Layout > Show Advanced

Show Advanced

Method : By clicking the check box next to **Show Advanced**, additional options will become available in the Properties window.

File Action Window Help		_ 8 ×
■ 🖹 🗐 😰 🦄 📾 🗸 🔸 Forma 🖓 Object Morme not Demonstration Folder Sales Demo Cube	Properties Dimensions Measures Filters Parameters Cube Definition ID 17 Cube Definition Neme Sales Demo Cube Description Exercise 5 Default Cube File Path C\Alchemex60\Standard MetaData\Ofep\Cubes	Apply
	Cube File Name Seles Demo Cube cub Lost Refreshed 2010/05/17 09:33:19 AM Cube Definition Locked System Code Classification	
	System Module Clessification Cube Definition Code	
	Unlock Cube Definition on copy	
	V Show Advanced	⊽ <u>▼</u> 3 Objects

- **Default Cube File Path**: The file location of the saved cube file. The file has the extension .cub
- **Cube File Name**: The name of the cube file
- **Last Refreshed**: Shows the time and date that the cube was rebuilt
- **Cube Definition Locked**: Lock the cube definition so that it cannot be edited

Home > Analysis Module > Layout of the Analysis Module Interface > Functionality Navigation > Functionality Navigation

Functionality Navigation

In addition to using the **Object** and **Properties** windows you can also use the **Menu Bar**, **Toolbar** and **Shortcut menu** to navigate around the *Analysis Module*.

Most functionality is generally shared between the Analysis Module's Menu Bar, Toolbar and Shortcut menu. However, this section focuses on the Toolbar and Shortcut menu functionality options as most options on the Menu Bar items are also included in them.

Option availability is dependent on where the current focus is.

MENU Commands

There are three ways to access menu commands within the Analysis Module interface:

- 1. Using the **Menu bar** Use your Mouse or Keyboard shortcut to select a task from the menu bar.
- 2. Using the **Toolbar** Use your Mouse to select a task from the toolbar.
- **3**. Using the **Shortcut menu -** Right-click an object in the object window and you will be able to select a command from the shortcut menu.

d m C P n	NV · • 30 0 0 / 2		
bject		Properties Dimensions Measures Filters Parameters	
Home	2000. L	Cube Definition ID	Annha
Demonstration Sales Demo		17	Apply
Wooles Demu	Open 3	ube Definition Name	
	Rename	Sales Demo Cube	_
	Delete	escription	
	Generate Cube	Exercise 5	_
	Lock)efault Cube File Path	
	UnLock	C\Alchemex60\Standard MetaData\Olap\Cubes	
	Check/Test	ube File Name	
	Properties	Bales Demo Cube.cub	
	Refresh	-	
	Сору	ast Refreshed 2010/05/17 09:33:19 AM	-
	Move To	1010/00/11 00.00.10 Mm	
	Export Cube Definition		
	Generate Scheduler Command	Show Advanced	V
	Purge Instance History		3 Objects

To view an object's associated elements, double click on the object. This action is called **drilling down**. To drill down is to show additional information. To hide an object's associated elements, double click an open object again. This action is called **drilling up**, thereby hiding the additional information.

Home > Analysis Module > Layout of the Analysis Module Interface > Functionality Navigation > Toolbar Menu

Toolbar Menu

All of the Toolbar icons below have their own Tool Tip that is displayed when you hold your mouse over:

Ŧ	Add	Enables the user to add a Data Connection, Data Container or a Data Expression		
Ō	Delete	Enables the user to delete their selection		
	Properties	Displays context specific field properties		
¢,	Refresh	Refreshes on screen properties of the selected object		
	Сору	Copies the selected object to the clipboard		
Ê	Paste	Paste an object from the clipboard into the selected object		
∇	Move to	Moves a connection or a container		
-	Check / Test	Checks that the object will function correctly		
	Run	This is the play or generate button, it generates the .cub file as well as runs the reports into Excel		
	Create PR0 file	Creates a report viewer instance go be run off the computer desktop		
	History	This keeps track of the run instance history		
3	Help	Launches the <i>Sage Accpac Intelligence</i> Help file		
ġ	Export Cube Definition	e This allows you to generate cube definition file		
	Generate Scheduler Command	This allows the generation of the cube file to be linked to a scheduler command		

Home > Analysis Module > The Standard Report Creation Process

Sage Accpac Intelligence Standard Report Creation Structure

The following diagram provides a step-by-step explanation of the standard report creation process i.e. creating a report that extracts directly from the source database and renders directly to a pre-configured Excel Template. The component steps include:

- Database Connection
- Creation of a Container based on database Tables and Fields
- Creation of BI reports
- Saving the report output into Excel Templates

Sage Accpac Intelligence Basic Report Design



Home > Analysis Module > Standard Reports available

Standard Reports available

The following standard analysis reports are available when purchasing the *Sage Accpac Intelligence* Analysis Module:

Financial Analysis Cube

This report allows you to analyze G/L accounts by Account Group and segment over multiple fiscal years.

FINANCIAL ANALYSIS		go to Trend An	nalvsis						
Segment 01	AI	-					• 1		
Segment 02	AI	-					1		
Segment 03	AI	-				//			
Segment 04	AI	*			,	1			
ACTUAL	Column Labels	7			· · · · · ·	·			
	a 2019							2019 Total	0 2020
	B QTR 1			QTR 1 Total	QTR 2	QTR 3	I QTR 4		
Row Labels 🌌	MTH 01 (Jan)	MTH 02 (Feb)	MTH 03 (Mar)		See. 2008			(S	
Income Statment Accounts	-1073 (154 -1 139	-160 797	-1234 990	1074 289	1295 673	1244 734	2379 706	5187 663
8 20 - Sales Revenue	-8789 2	72 -1 810	-2361 875	-11152 957	-4643 534	-4765 701	-5521 360	-26083 552	-10765 336
# 4000 - Sales	-7863 5	48 0	-1914 626	-9778 174	-3253 708	-3267 950	-3875 244	-20175 076	-7690 842
#4010 - Sales, accessories	-56 (21 -1 810	-26 954	-84 784	-86 564	-101 644	-103 575	-376 567	-225 334
# 4020 - Sales, chairs	-129 5	85 0	-62 533	-192 118	-193 861	-206 739	-228 456	-821 174	-424 127
#4030 - Sales, desks	-411 8	92 0	-199 246	-611 138	-619 471	-665 146	-735 206	-2630 962	-1360 296
#4040 - Sales, cabinets	-328 2	26 0	-158 517	-486 743	-489 931	-524 223	-578 878	-2079 774	-1064 737
3 21 - Other Revenue	-425 8	39 0	-205 294	-630 833	-635 359	-679 344	-751 073	-2696 610	-1215 089
B 22 - Cost of Sales	2963 (99 671	718 344	3682 113	2009 441	2470 945	2690 537	10853 037	4703 365
8 23 - Interest Expense	30	00 00	1 500	4 500	4 500	4 500	4 500	18 000	7 500
8 24 - Fixed Charges	1013 8	87 0	132 399	1146 286	416 705	307 791	272 563	2143 346	679 457
B 25 - Other Expenses	4131	72 0	1539 129	5670 901	3889 536	3924 481	4523 567	18008 486	11669 766
B 26 - Income Taxes	30 (00 00	15 000	45 000	33 000	33 000	26 000	137 000	108 000
🖲 27 - Other		0 0	0	0	0	0	0	0	0
Grand Total	-1073 (54 -1 139	-160 797	-1234 990	1074 289	1295 673	1244 734	2379 706	5187 663

Financial Analysis Cube Trend



go to Financial Analysis



Inventory Analysis Cube

This report allows you to analyze year-to-date stock-on-hand quantities, purchase and sales order quantities, and actual stock values by inventory group.





Location	All 💌	1		/	
Item Active	Al 💌]			
	Data				
Segment Code 🛛 😁	Qty On Hand	PO Qty	SO Qty	Qty Incl Orders	Total Actual Cost
A1 - Accessories	10 385.00	510 079.00	124.00	520 340.00	388 612
BA2 - Accessories - Package	569.00	140.00	4.00	705.00	57 700
C1 - Tilter Chairs	358.00	0.00	0.00	358.00	325 117
C1220B - Krugg 220 Arm Titer-Brown	74.00	0.00	0.00	74.00	293 013
C1220T - Krugg 220 Arm Tilter-Tan	50.00	0.00	0.00	50.00	7 450
C1250B - Krugg Arm Tilter-Brown	0.00	0.00	0.00	0.00	(
C1250R - Krugg 250 Arm Titer-Rust	35.00	0.00	0.00	35.00	3 115
C1500B - High Back Arm Tilter	199.00	0.00	0.00	199.00	21 539
C1500T - High Back Tilter-Tweed	0.00	0.00	0.00	0.00	(
C2 - Steno Chairs	44.00	0.00	1.00	43.00	2 65
D1 - Executive Desks	42.00	0.00	1.00	41.00	956 784
BD2 - Secretarial Desks	60.00	0.00	0.00	60.00	13 740
F1 - Filing Cabinets	54.00	450.00	2.00	502.00	10 224
F2 - Filing Cabinet Extras	0.00	6.00	0.00	6.00	(
F3 - Filing Cabinet with Extras	0.00	0.00	0.00	0.00	(
81 - Screen Dividers	231.00	4.00	0.00	235.00	227 252
Grand Total	11 743.00	510 679.00	132.00	522 290.00	1982 084

Inventory Analysis Cube Trend



Top 10 Stocked Items



Item (Mult-Level)	AI	
Location	AI	
Item Active	AI	٠
Segment Code	🖌 Qty Or	Hand
A16500 - Highlighter	2	500.00
A16550 - Pen	2	500.00
A14700 - Dry-erase White Board Markers		335.00
A14500 - Bulletin Board		731.00
A11030 - Fluorescent Desk Lamp		357.00
A14010 - Desk Calendar Pad		579.00
A14000 - Desk Note Book		542.00
A16560 - Pencil	1	500.00
A13100 - Halogen Desk Light		43.00
A11050 - 13W Mini Fluorescent Bulb	1	378.00
Grand Total	9	\$65.00

Sales Analysis Cube

This report allows you to analyze sales quantities, gross profits, and amounts by customer, product, and salesperson over multiple fiscal/calendar years.

SALES ANALYSIS							7	
Customer Group	All -	1				••	D	
Item Location	All -					1		
Sales Rep	All	1			1			
Doc Type	All]			1			
Line Total Excl	Column Labels -	· · · · · · · · · · · · · · · · · · ·			22.52			
	a 2019	a 2020						2020 Total
		© QTR 1			QTR 1 Total	B QTR 2	OTR 3	3
Row Labels 🚽		MTH 01 (Jan) M	TH 02 (Feb) MT	H 03 (Mar)				
🖲 1100 - Bargain Mart - San Diego	3 004	ł		3 035	3 035	1 158	1	4 193
1105 - Bargain Mart - Oakland	2 066	5		3 956	3 956	957		4 913
1200 - Mr. Ronald Black	7 077	1 690			1 690	3 159	2 160	7 009
I210 - ACME Plumbing	3 082	2				3 255		3 255
I 1240 - The Courtyard	940	6 283			6 283	3 3 1 9		9 602
1400 - Coastal Electric Company	575	5	1 050		1 050	1 133		2 183
1500 - Custom Comfort	494	4		1 183	1 183	2 0 3 4		3 217
Is 1520 - Mr. Stephen Kershaw	4 462	2				2 259		2 259
1580 - Break-Away Designs						4 468		4 468
1600 - Dr. Dan Penn	233	1				1 155		1 155
I 1970 - Mr. Ronald English						160		160
4030 - The House Doctors						1 669		1 669
8 7300 - The Royal Cavendish Co.			840		840	731		1 571
8 7400 - The Yoshida Gardens				794	794			794
Grand Total	21 932	7 973	1 890	8 968	18 831	25 457	2 160	46 448

Sales Analysis Cube Trend



go to Sales Analysis



Sales Rep	All	-	
Doc Type	All	-	
		_	
Line Total Excl	Fin Yea	<u>-</u> ۱	-
Fin Month	- 2019		2020
MTH 01 (Jan)		325	7 973
MTH 02 (Feb)		1 810	1 890
MTH 03 (Mar)		0	8 968
MTH 04 (Apr)		0	10 794
MTH 05 (May)		3 077	12 548
MTH 06 (Jun)		0	2 115
MTH 07 (Jul)		0	2 160
MTH 08 (Aug)		3 077	0
MTH 09 (Sep)		032	0
MTH 10 (Oct)		1 534	0
MTH 11 (Nov)		0	0
MTH 12 (Dec)		3 078	0
Grand Total	2	1 932	46 448

All + Home > Analysis Module > The Analysis Module Report Creation Structure
Analysis Module Report Creation Structure

The following diagram provides a step-by-step explanation of the Analysis Module report creation i.e. creating a report that extracts from a local cube (.cub file) as opposed to directly from the source database and renders directly to a pre-configured Excel Template. The component steps include:

- Database Connection
- Creation of a Container based on database Tables and Fields
- Create a Date Dimension table
- Creation of Dimensions and Measures
- Creation of the .cub file
- Creation of BI reports
- Saving the report output into Excel Templates

Sage Accpac Intelligence Basic Report Design



Home > Analysis Module > Using a PivotTable in Excel to browse an OLAP cube

Using a PivotTable in Excel to browse an Analysis Module cube

Use Microsoft Excel to create a link to your Analysis Module cube report, by using an Excel Pivot Table to browse the cube and define the layout as you would like to see it in an Excel pivot table.

The dimensions and measures that you used to create your .cub file are available on the Pivot table field list when you have run your report into Excel.

Using Excel as your cube browser allows you to drag and drop the fields defined in your cube to view the same data in various ways. If you get to a point where a specific layout that you have created serves a specific need in your business and you want to keep this layout, you can do this by creating and linking your Excel layout with the cube report you created in the *Sage Accpac Intelligence* Report Manager. Consequently, each subsequent time you run your cube report after doing a create and link process, your most recent Excel layout will automatically be displayed.



	A	В	- 60	С	D	E	F	G	Н	1	J	К	L	М
1		Year	• D	ata										
2	1	2003			2004		2005		2006		2007		2008	
3	MultiStore 💌	Qty	U	nitPrice	Qty	UnitPrice	Qty	UnitPrice	Qty	UnitPrice	Qty	UnitPrice	Qty	UnitPrice
4	● 001	428487	.1	47500.4	and Market and	and the second second	1.		-1.		625616.	1122.2	106475.	475.9
5	● ACC	r											353492.	65.9
5	● ALT										10383		148326.	641.4
7	. CT	10000		100000			0022304		11111		-343.	101.17		
В	CTN	451621	5	35922.9	631699.1	57220.4	644464.5	49868.1	1097387.3	53898.5	1356794.2	61322.5	47900.8	2172
Э	DBN	162668	.3	8899.5	567942.7	20837.	510252.9	23760.9	1355866.	23195.	1368773.5	33219.5	22100.	1007.5
0	● ECP				18915.	760.1	4525.	439.3	7390.	677.	4625.	836.8		
1	. IMP								1229850.	2839.7	1784831.	7181.6	39545.	43.3
2	●JHB	1255324	.2	79425.	2054856.	130089.	2372996.6	129459.5	6762443.2	155105.5	5019095.	211333.9	384975.4	10704.8
3	■ LAS								2315325.	949.7	8116943.	6368.4	-31175.	27.6
4	SAM	673	.9		-86.1	.1	282.	163.7	3354.4	1161.6	2239.6	2494.3	-15.	35.5
15	Grand Total	2298774	.9	171747.8	3273326.7	208906.5	3532522.	203691.4	12771614.9	237826.9	18278574.2	323879.1	1071624.3	15173.7

You are now able to perform data analysis on the data in the .cub file.

Home > Analysis Module > How does the Analysis Module fit in > How does Sage Accpac Intelligence Analysis Module fit in ?

How does *Sage Accpac Intelligence* Analysis Module fit in with other OLAP solutions?

Microsoft Analysis Services cubes may have already been created. *Sage Accpac Intelligence* allows you to connect to these cubes so you can use the rest of the *Sage Accpac Intelligence* interface to create a report off this cube, and browse it using Excel. The advantage of this is that you now have one common interface for all your organizations reporting, whether it is fixed format reporting or analysis.

The Advantages of *Sage Accpac Intelligence* Analysis Module over other OLAP solutions?

Business Intelligence tools like *Sage Accpac Intelligence* transform data into knowledge. It is worth considering what local cube technology offers an organization as an extension to Microsoft Analysis Services as an OLAP tool. *Sage Accpac Intelligence* Analysis Module offers functionality to build and maintain Local cubes.

So why would an organization want to do this?

- A local cube file can be loaded on a laptop, so that a user can browse multidimensional data while disconnected from the network
- A local cube can be e-mailed to a remote user who does not have access to the Analysis Server
- Local cubes can be downloaded from web sites, so that remote users can be given access to multidimensional data
- Different local cubes can be created and distributed to different users, with each cube containing only the information the person is authorized to see
- Local cubes can be created that have a subset of the Analysis Server cube's data. This can greatly increase convenience and browsing speed for the user
- When a cube only contains the subset of information that the user wants to use, they can browse more quickly and more efficiently

Home > Analysis Module > How does the Analysis Module fit in > OLAP Browser Options

OLAP Browser Options

Microsoft Excel is one of the many cube browsers that exist. *Sage Accpac Intelligence* supports this strategy because most data users in the world use Excel every day to present and share information, so it makes sense to use this as not only a browsing platform for cubes, but also for delivery of fixed format reporting.

Pivot table and chart functionality is the basis for cube browsing using Excel. It is a very powerful facility, and many users don't get the opportunity to really understand it. *Sage Accpac Intelligence* supports better and smarter use of Excel to create operational efficiencies within organizations.

Home > Analysis Module > Terms and Definitions

Terms and Definitions

OLAP	OLAP stands for On Line Analytical Processing, and supports multi-dimensional analysis of information. It is the process of extracting information from a data source (this could be a transactional system, or a data warehouse), and compressing it into a format that is optimized for multi-dimensional analysis
DSN	File used by various database client programs to connect to a database; describes properties, such as the data source name and directory, the connection driver, the server address, user ID, and a password; used by ODBC drivers to connect to a specified database, such as a SQL Server or Microsoft Access database.
Connector	The Connector provides the facility to connect to all ODBC compliant data sources e.g., SQL Server, Oracle, Access, and Pervasive using a windows explorer look and feel for simple administration of all data connections. All data containers are created in the <i>Sage Accpac</i> <i>Intelligence</i> Connector.
Report Manager	The Report Manager provides access to the data as defined in the <i>Sage Accpac Intelligence</i> Connector, and empowers the user to customize their reports for Microsoft Excel. Filters, Parameters and Aggregates can be added to your report, new reports can be created and reports can be organised in folders.
Analysis Module	The Analysis Module allows the user to define dimensions and measures required and then create the .cub files, which will then become a data source within the Report Manager. As the data remains static, the .cub file should be rebuilt daily to ensure that the data remains relevant.
Data	A Data Connection holds the relevant connection information to connect to a supported ODBC or OLEDB compliant Data Source. This Data Connection object is

Connection	then used for all connections to this Data Source. By Adding a Data Connection the Administrator can make data available from this Data Source.
Data Container	A Data Container is a set of data which is made available (published) by the Connector and allows users access to the data using the Report Manager. The source of this data can be a Database Table, View or Stored Procedure, or a custom Join based on two or more Tables/Views. Once you have configured data connections you will need to select your data containers which contain your source data.
Data Expression	A Data Expression the administrator to choose the data fields (publish) from the Data Container(s) which are available through the Report Manager.
OLAP Cube	An OLAP cube is a data structure that allows fast analysis of data providing the capability of manipulating and analyzing data from multiple perspectives.
Cube Dimensions	The organized hierarchy of categories, known as levels, that is used to define the structure of a cube or data warehouse.
Cube Measures	The raw data summarized and totaled. For example: On our Sales cube we would like to show the total sales value for our chosen dimension Sales.
.cub File	Local Cubes (.cub file) A local cube is stored in a single, portable file that can be stored on both server and non- server computers. End users can browse local cubes without a connection to an Analysis server. Local cubes are the only variety of cube that provides this functionality
Cube Browser	A Cube Browser is any application that allows users to query an OLAP cube. <i>Sage Accpac Intelligence</i> uses Microsoft Excel as its cube browser.

Home > Analysis Module > Tutorials > Creating a New Cube Definition > Creating a New Cube Definition

Creating a New Cube Definition

Method :

- 1. Open the Analysis Module.
- 2. Right Click on Home and select Add Folder
- 3. Create a **Demonstration** Folder
- 4. Right Click on the Demonstration Folder and select Add Cube Definition
- 5. Name this Cube Sales Demo Cube

Enter a name for the Cube					
Sales Demo Cube					
ОК	Cancel				
	el				

6. Select the Sales Details 2.0 Container on the RKL Parent Connection

Name	Description	Parent Connection
Dashboard Sales Details 2.0	Sales Details	RKL Trading Demo
GL Transactions 2-0	General Ledger Transactions	RKL Trading Demo
Management Pack 2-0	Chart of Accounts Details	RKL Trading Demo
Sales Details 2.0	Sales Details	RKL Trading Demo
Stock ReOrders 2.0	Stock on Hand and Reording in	RKL Trading Demo
	111	

- 7. Enter a name for your new Cube Dimension and click **OK**. eg, customer
- 8. You will be prompted to Drag and Drop your chosen Source expressions (highlighted below on the left) to your Dimension

Levels (highlighted below on the right).

What is a Cube Dimension?

A cube dimension is a set of one or more organized hierarchies of levels in a cube that a user understands and uses as the base for data analysis. By using this drag and drop option to create your source expressions as dimension levels you are building a logical drill down data set.

A dimension can also be understood as the columns and rows of a Pivot Table.

Examples:

A **Geography dimension** might include hierarchical levels for:

Country/Region, State/Province and City.

A *Time dimension* might include hierarchical levels for:

Year, Quarter, Month and Day.

1. On this Customer Dimension, you wish to aggregate sales up to Customer Category Level but still are able to drill down to individual customer's accounts.

Drag the following Source Expressions to the Dimension Levels in the following hierarchical order:

- CustomerCategory
- CustomerName

🛿 Build Dimension		×			
Drag and drop source expressions to your dimension to create levels.					
Drag and drop levels within you	r dimension	to re-order them.			
Source Expressions:		Dimension Levels:			
CostPrice CustomerCodeName CustSuppID Date Description DocNo DocNo1 Octype OrderNo Doctype Internet Descript	× 1	Customer (drop an expression here to create the first level)			
		Apply Exit			

- 2. Click Apply.
- **3**. You will be prompted to select your Cube Measures (or measure fields)



4. On this Customer Dimension, you wish to use **Total Sales** as your measure.

Qty RecordTyp	e	^
□ Salesmanl		
SalesPerso	onName	
□ Store		
Tax		
□ TotalCost		
✓ TotalSale		E
🗆 Unit		
Unit Price		-

5. Select the field **TotalSale** and click on **OK**.

•

- 6. You will be prompted to select a Function to perform on your Measure. This allows you to select which aggregate function you would like applied to your data. On this Customer Dimension, you wish to Sum the Total Sales measure. Select the **Sum** option.
- 7. Click on **OK**

G OLAP Manager		• %
Object	Properties Dimensions Measures Filters Parameters	
Home	Cube Definition ID	ánnku 🛛
Demonstration Folder Sales Demo Cube	28	Apply
	Cube Definition Name	_
	Sales Demo Cube	
	Description	
	Sales Demo Cube	
	Default Cube File Path	
	C:\Alchemex60\Standard MetaData\Olap\Cubes	
	Cube File Name	
	Sales Demo Cube.cub	
	Last Refreshed	
	Show Advanced	⊽ .▼
		3 Objects //

Proceed to Adding a Dimension.

Home > Analysis Module > Tutorials > Creating a New Cube Definition > Adding a Dimension

Adding a Dimension

1. Add a dimension called Date (not to be confused with the Date Dimension Tool)

It will add value to a cube report on customer sales to be able show on which days sales were made. To provide the relevant information we need to add another dimension to the cube. By creating a date dimension we will be able to summarise YTD figures while still retaining drill down functionality to the low level, daily sales.

- 2. On the **Sales Demo Cube** in your **Demonstration Folder**, select the **Dimensions** Tab
- 3. Click on the **Add** Button

CLAP Manager	Properties Dimensions Measures Filters Parameters Name Customer	Add Remove Move Up Move Down
		3 Objects //

4. Enter a name for the Cube Definition and click on **OK**

Enter a name	for the Dimens	ion
Date		
	OK	Cancel

- **5.** Add the **Date** Source Expression to create a Date Dimension Level **Note:** Once you have selected the Date field, the Analysis Module will automatically recognizes it as a date field and displays various predefined date levels. Select the date levels you will wish to display in your report.
- **6.** Select date levels as **Year, Quarter, Month, Week** and **Day** and then click on **Apply.**

🕏 Build Dimension		×			
Drag and drop source expressions to your dimension to create levels.					
Drag and drop levels within y	our dimensior	to re-order them.			
Source Expressions:		Dimension Levels:			
CustomerCategory CustomerCategory CustomerCodeName CustomerName CustSuppID Description DocNo DocNo1 DocNo1 DocType CustomerName NummerName	* >> =	Date (drop an expression here to create the first level) Year Quarter Month Week Minute Second Apply Exit			

Proceed to Generate the New Cube

Home > Analysis Module > Tutorials > Generate the New Cube

Generate the New Cube

You have now created the new Cube Definition including Cube Dimensions and Cube Measures that will populate the Cube (.cub file).

- 1. In your Analysis Module, Select the OLAP Sales Cube in the Demonstration folder
- 2. Right click and select Generate Cube

A connection to your cube will automatically be created in the Sage Accpac Intelligence Connector module once you have loaded your data into a cube (.cub file).

Note 1: If a cube already exists you will be prompted with a message to overwrite the old cube.

Note 2: If you have used scheduling to refresh your cube, the cube will be generated and will automatically override this message and refresh the cube.

Note 3: If you are using a scheduling routine for a Cube Report in the *Sage Accpac Intelligence* Report Manager Module in conjunction with a separate scheduling routine for the underlying Cube in the *Analysis Module*, you must ensure there is sufficient time lag in the scheduling of the Report Manager to allow for the Cube to be refreshed in the Analysis Module.

Proceed to <u>Create a New Cube Report</u>

Home > Analysis Module > Tutorials > Create a New Cube Report

Create a New Cube Report

Using the Sage Accpac Intelligence Report Manager module, create a new Cube Report by linking it to your own .cub file which you have just created.

1. Within the *Sage Accpac Intelligence* Report Manager right click on the folder chosen to hold your cube reports, select **Add Report**.

🚔 Report Manager			
	• • • • • • • •	<u>Maasa Q Þ</u>	
Object		Properties	
Home		Folder ID 3	Apply
CLAP Cube Reports	Open Rename Delete Add Report Properties Refresh		
	Run Report	Batch	 3 Objects

2. You will be prompted to select a type of report, select **Cube Report.**

C Union Report
Cube Report

- 3. Click on OK.
- 4. Enter a name of the report and then click **OK**

Enter a name fo	or the Cube Re	eport
Customer Repo	ort	
	OK	Cancel

- **5**. You will be prompted to select a data Container (Cube) for your report, select the container named **Sales Demo Cube** which you created earlier and click on **OK**
- 6. You will notice the Customer Report is now created in your **OLAP Cube Reports** folder and you will also see new tabs in the Report Manager referring to the properties of your Cube Reports.

🚔 Report Manager	X
Object	Properties Cube Page Cube Row Cube Column Cube Measure
Home Demonstration OLAP Cube Reports Customer Report	Report ID Apply 29 Report Name
	Customer Report Description Customer Report
	Template Storage Location C:\Alchemex60\Standard MetaData\Olap\Templates\
	Report Template
	Report Information on Second Sheet
	4 Objects

The tabs on properties window in the *Sage Accpac Intelligence* Report Manager are different for Cube Reports as opposed to Standard Reports or Union reports. You will notice that **Page**, **Row**, **Column** and **Measure** tabs replace the original **columns**, **filters** and **parameter** tabs.

7. Select the **Cube Page** tab. Click **Add** on the right hand side of the screen.

🚔 Report Manager	(- • ×
Object	Properties Cube Page Cube Row Cube Column 0	Sube Measure
Home Demonstration OLAP Cube Reports	Name	Add
Customer Report	Choose Page Dimension	Remove
	Customer	Move Up
		Move Down
	UnSelect All Select All OK Cancel	
Busy : User Add		4 Objects 🏿 🍂

- 8. The **Customer** dimension defined within the Analysis Module will now be available for selection.
- 9. Click on **OK**
- 10. Select the **Cube Row** tab.
- **11**. Click **Add** on the right hand side of the screen. This will define the information shown horizontally.
- **12**. The **Date** Dimension defined within the Analysis Module will now be available for selection
- 13. Click on OK.
- 14. Select the **Cube Column** tab. Click **Add** on the right hand side of the screen. This will define what information will be shown vertically. For this example we have no data as we are totalling the sales values within the report. Click **OK**
- **15**. Select the **Cube Measure** tab. Click **Add** on the right hand side of the screen. This will define which measures to report on based on the measures set up within the Analysis Module.

Report Manager ■ 🗃 🗷 🖻 🛋 🗸 🔸 💿 🖶 🎯 🗳 🗳	Less Less	
Object Home Demonstration OLAP Cube Reports Customer Report	Properties Cube Page Cube Row Cube Column Cu Choose Measure	Add Remove Move Up
	UnSelect All OK Cancel	Move Down
Busy : User Add		4 Objects 🦽

- **16**. The **TotalSale** measure defined within the Analysis Module will now be available for selection.
- 17. Click on **OK**..
- **18**. Right click on the report name click on the **Run button** , or right click and select **Run**.



19. The user is able to drill down to interrogate the data by double clicking the year fields. A specific customer can also be selected by using the drop down menu at the top of the report.

Home > Troubleshooting

Troubleshooting

Data Connection Troubleshooting

The following are common reasons that a Data Connection is not functioning.

- The server storing the data is down check connectivity can be established to the server.
- Network problems are occurring check that the network is functioning normally.
- Network security is preventing the data from being accessed check with your System Administrator that you have the necessary privileges on the network.
- Connection Timeouts are occurring click here for more details on dealing with connection <u>Timeouts</u>.

Data Container Troubleshooting

The following are common reasons that a Data Container is not functioning.

- The Data Containers parent Data Connection is not functioning. See <u>Data Connection Troubleshooting</u>.
- The Data Container is based on a SQL Join and the syntax for the join is incorrect. Valid join syntax is usually of the form : [TABLE_A], [TABLE_B] WHERE [TABLE_A].[KEYFIELD_1] = [TABLE_B]. [KEYFIELD_1] AND [TABLE_A].[KEYFIELD_2] = [TABLE_B]. [KEYFIELD_2]

Note: this may vary depending on the SQL standards of the underlying data System). For more information on using joins see <u>Joining Tables</u>.

• The Data Container is based on a SQL **Join** but the Container Type property is set to **TABLE** or **VIEW**. You will need to set the <u>Data Container</u> Type to **JOIN**.

Report Troubleshooting

The following are common reasons that a Report is not functioning.

- The underlying Data Source is unavailable or inaccessible. Check with your System Administrator.
- The Report is using a Template which is conflicting with the way in which Sage Accpac Intelligence works. Sage Accpac Intelligence always expects the first sheet in a workbook to be the sheet that is available for the report data to be placed in. If the Report has the option "Parameters on Second Sheet" set, then Sage Accpac Intelligence expects that the second sheet of the workbook is available for these too.
- Report returns no data. This may not be a problem but may just reflect that the combination of filters and parameters that are being used result in no data being returned.

Home > Glossary of Terms

Glossary of Terms

Term	Description
Aggregate Function	Functions (often mathematical) that can be used across sets of data
Columns	The Expressions selected to be displayed in a report
Comparison Method	The operator used by a Filter or Parameter for comparison e.g. Equal To, Greater Than, Like
Comparison Value	A value that is used by a Filter or Parameter to refine the rows of data returned to a report
Data Connection	A set of information sufficient for establishing database connectivity to a chosen data source
Data Container	A published Table, View, Stored Procedure or Dataset (based on a join) that can be used to source data for a report
Data Expressions	A Field or Expression (derived from one or more fields) in a Data container
EUQR	End User Query and Reporting, a niche category of the Business Intelligence market
Filters	Static criteria used to limit the data that is returned by a report
Filter Field	The Expression on which a Filter is defined
Join	A way of relating the data in one or more tables so that the data can be viewed as a single set
Metadata Set	A set of data that describes another underlying set of data for the purpose of simplifying access to the underlying data

<u> </u>	4
Object Window	The explorer style interface used to access Sage Accpac Intelligence Objects
ODBC	Open Database Connectivity. A universal standard for database access
Optional Defaults	Used as default parameter values at actual report runtime
Parameter	User specified (at runtime) criteria used to limit the data that is returned by a report
Data Screen	A screen that provides a read only view on sample data
Process Monitor	Tool that displays all running reports and that allows reports to be cancelled
Progress Status	Window that shows the running state of a report
Source Container Type	The source of the data needed to generate reports
Table	A structure for storing data
View	A view is a virtual table whose contents are defined by a query
Stored Procedure	A pre-compiled selection of SQL statements and optional control-of-flow statements stored under a name and processed as a unit

Home > Getting Support

Getting Support

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

General Information Phone	604-207-9480
Address	13888 Wireless Way, Suite 120, Richmond, BC V6V 0A3
Sales Phone	800 945 8007
Sales e-mail	sales.accpac@sage.com
General Information form	http://www.sageaccpac.com/generalinfo
Product Information form	http://www.sageaccpac.com/productinfo
Technical Support Phone	800 253 1372
International Technical Support Phone	+1 604 207 3601
Home > TbSync2 Add In

TbSync Add In

The TbSync2 function was specifically written for the Financial Pack design but can be used in other scenarios.

It Synchronizes a column (Source Column Range Name) of values in one sheet (Source sheet) with a column (Target Column Name Range) in another sheet (Target Sheet) and will bring formulas down with the synchronised column based on a range that is specified to be copied down (Formula Range to Extend). The target sheet synchronisation needs to be told what row to start synchronizing from (Target Sheet Start Row).

Optional Parameters:

- **Run interactive**: Set to 1 for the TBSync box showing new accounts to show. Set to 0 for synchronisation to happen without prompts.
- **Only Handle Numerics:** Set to 1 to ignore non numeric values.
- <u>Support for Stored Procedures</u> The *Sage Accpac Intelligence* Application has been extended to allow developers to use *Sage Accpac Intelligence* to access data returned by database Stored Procedures.
- <u>System Variables</u> System Variables have been introduced for use with filtering and Parameterization.
- <u>Pass Through Variables</u> Pass Through Variables increase the options available for and power of report Parameterization.

Home > Distinct Sort Conflict

Distinct Sort Conflict

Cause: You are using the **Show Distinct Rows** option on the Report and you have chosen a Sort Field which is not selected as a display Column. It is possible to have Sort Fields which are not also Display columns but most Data Access Drivers will not support this if the **Show Distinct Rows** option is being used.

Resolution: There are three options here to resolve the problem:

- Do not use the **Show Distinct Rows** option
- Remove the offending Sort Fields (i.e. Sort fields which are not also selected as Display Columns)
- Add Display Columns to correspond with all selected Sort Fields.

Home > Distinct Sort Conflict

Distinct Sort Conflict

Cause: You are using an *Aggregate Function* on one or more display Columns and there is a Sort Field which is not selected as a display Column. It is possible to have Sort Fields which are not also Display columns but some Data Access Drivers will not support this if the an *Aggregate Function* is being used.

Resolution: Remove the offending Sort Fields (i.e. Sort fields which are not also selected as Display Columns).

Home > Average or Sum on Invalid Data Type

Average or Sum on Invalid Data Type

Cause: You are using a **Sum** or **Average** *Aggregate Function* on a Display Column which is of a data type that cannot be Averaged or Summed. Usually this will be when attempting to use the aggregate against a Character or Date data type.

Resolution: Do not use the Aggregate function against the data type in your chosen Display Column.

Home > Aggregate Asynchronous Conflict

Aggregate Asynchronous Conflict

Cause: You are using an *Aggregate Function* in a report and the underlying Connection Type for the report has been configured in the Connector to perform queries asynchronously (property *Supports Asynchronous Execution* has been checked).

Resolution: Either do not use the Aggregate Function or configure the Connection Type in the Connector to not perform queries asynchronously (uncheck the property *Supports Asynchronous Execution*).

Home > Comparator and Aggregate Function Compatability Matrix

Comparator and Aggregate Function Compatibility Matrix

Matrix Legend

Supported

Not Supported Problematic

Not Relevant

	Pervasive				DBase				SQ	L Ser	Acc		
	Char	Num	Date		Char	Num	Date		Char	Num	Date	Char	Νι
Equal To													
Greater Than													
Greater Than or Equal To													
Less Than													
Less Than or Equal To													
ls Like													
Not Equal To													
Begins With													
Ends With													
Contains													
Does Not Begin With													
Does Not End With													

Does Not Contain				Π			
Is Null				Ī			
Is Not Null							
Is Not Like							
Like [A- B]%							
Like A%							
Like %Z%							
Like _a%				$\overline{\square}$		Π	
Like [SZ]%							
LIKE [^A- W]%							
Minimum							
Maximum							
Average							
Count							
Sum							