Sage 300 ERP
Intelligence Reporting
Financial Reporter to Sage Intelligence Conversion Guide

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26 05 2015

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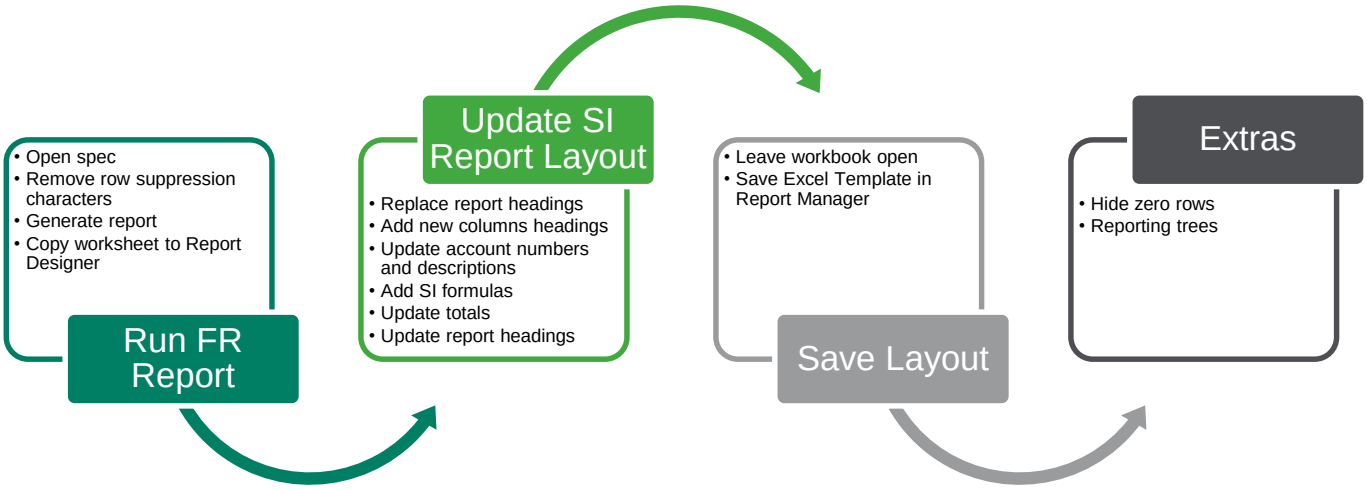
1.0 Introduction

1.1 Overview

Sage Intelligence Reporting empowers you to quickly and easily obtain the information you need for improved reporting across your entire business. Based on the familiar environment of Microsoft Excel, you can effortlessly create reports and analyse your data, improving visibility into your organization and helping you make informed business decisions.

If you are a Sage Intelligence user previously using Financial Reporter (FR), you may have FR reports that you wish you could use in Sage Intelligence. You may also be an existing FR user looking to move to Sage Intelligence but are wondering whether your reports will be compatible. FR report specifications (specs) are not natively compatible with Sage Intelligence, however we will show you how you can convert them to Sage Intelligence Financial Report Designer layouts.

The rest of this section lists some resources where you can find additional information on both Sage 300 ERP and Sage Intelligence Reporting. A list of requirements for converting specs is also provided. In Section 2, some Sage Intelligence features are discussed. These are Lists, Formulas and Trees and provides a foundation for Section 3 which draws a comparison between FR specs and Report Designer layouts. A comparison of FR functions and Sage Intelligence formulas is provided in Section 4. Lastly, we work through the process of converting FR specs to Report Designer layouts. This process is outlined in the following image.



1.2 Additional Help

To get some of the legalities out the way, please note that this guide is provided 'as is' to assist with the conversion process and is not supported by Sage ERP Support as per Sage Support Coverage terms. This document is also not intended to serve as a guide to Sage 300 Financial Reporter or Sage Intelligence Reporting. You are required to have an understanding of these products to successfully use it. You can find more learning material on both of them through the following:

Sage Intelligence

- Sage Intelligence Reporting Help File – accessed from the **Help** menu in the **Report Manager**
- Sage 300 ERP Intelligence Reporting group on the Sage Intelligence Community: http://www.sageintelligencecommunity.com/group/sage300erpintelligence
- Sage 300 ERP Intelligence Reporting category on the Sage Intelligence Forum: http://www.sageintelligencecommunity.com/forum/categories/sage-300-erp-intelligence-reporting/listForCategory
- Sage Intelligence YouTube channel: https://www.youtube.com/user/SageIntelligence
- Sage Intelligence Academy: http://www.sageintelligenceacademy.com/

Financial Reporter

- Sage 300 ERP Help File under Home, General Ledger, Financial Reporter
- Sage 300 ERP 2012 or 2014 Financial Reporter User's Guide
- Sage Accpac Financial Reporter Quick Reference Guide

1.3 What You Need

Before we begin, make sure you have the following:

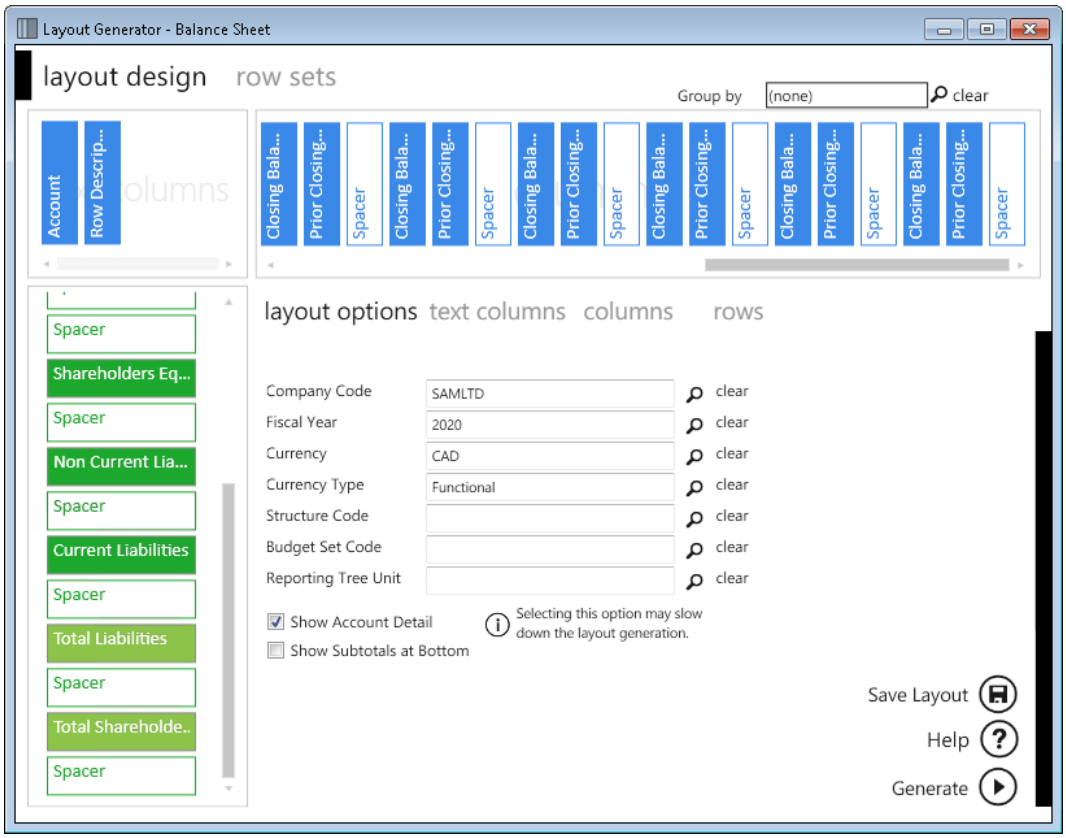
- An installation of Sage 300 ERP running FR
- The FR report specifications you want to convert

- A Sage Intelligence Report Manager and Report Designer licence
- Microsoft Excel 2007 or later

2.0 Sage Intelligence Concepts

The Sage Intelligence Report Designer gives you two options to design your report layouts, the Layout Generator and the Task Pane. The Layout Generator lets you design meaningful layouts using an intuitive drag and drop interface and is intended for users who are not very familiar with Excel. The Task Pane on the other hand allows you to take complete control of your design using Microsoft Excel's powerful functionality but requires a good understanding of Excel.

Layout Generator:

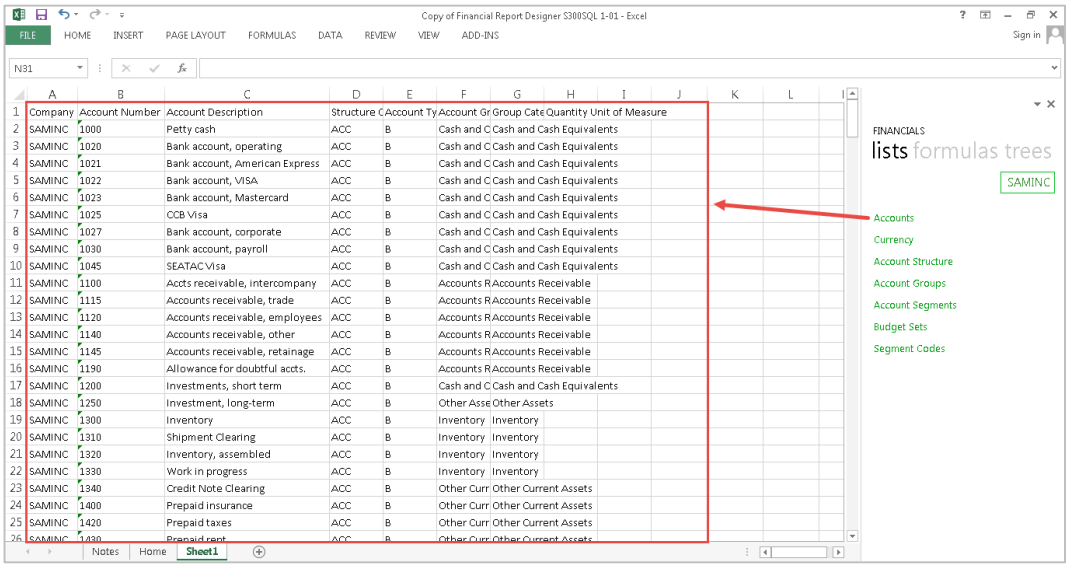


Although it's possible to create layouts similar to your FR specs using the Layout Generator, we are going to focus on using the Task Pane as it allows for an easier process and provides you with more flexibility.

The Task Pane is comprised of three tabs: Lists, Formulas and Trees. These are fundamental to understanding the comparison between FR specs and Sage Intelligence report layouts. Familiarity with them will also help in the conversion process. Each will be discussed briefly.

2.1 Lists

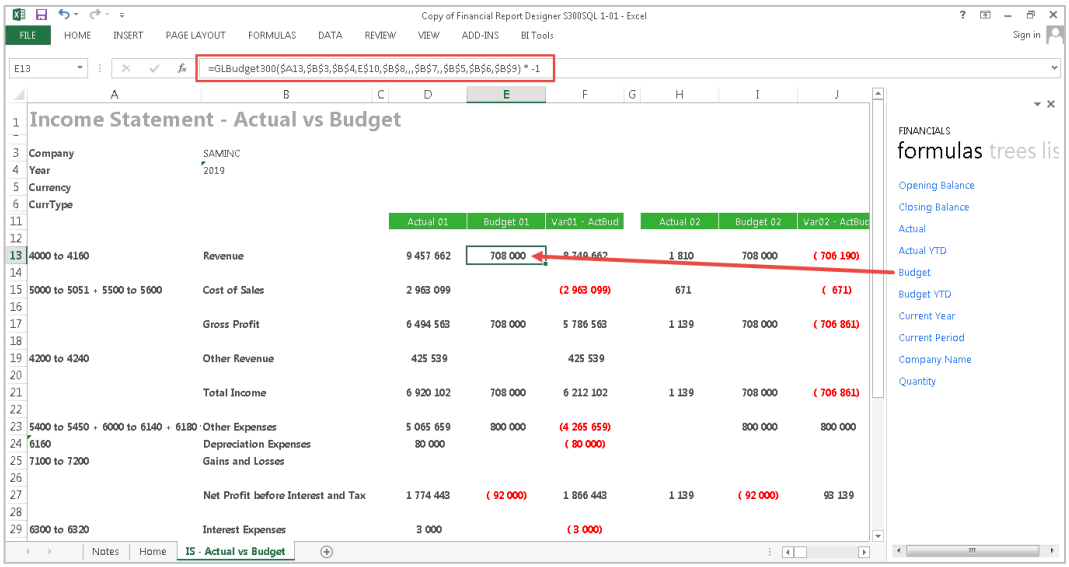
Lists are retrieved from the General Ledger and contain key information like accounts and budget codes. They are used to create report rows and their fields can be added to formula arguments to extract specific data. The lists included in Sage 300 ERP Intelligence Reporting are Accounts, Currency, Account Structure, Account Groups, Account Segments, Budgets Sets and Segment Codes.



2.2 Formulas

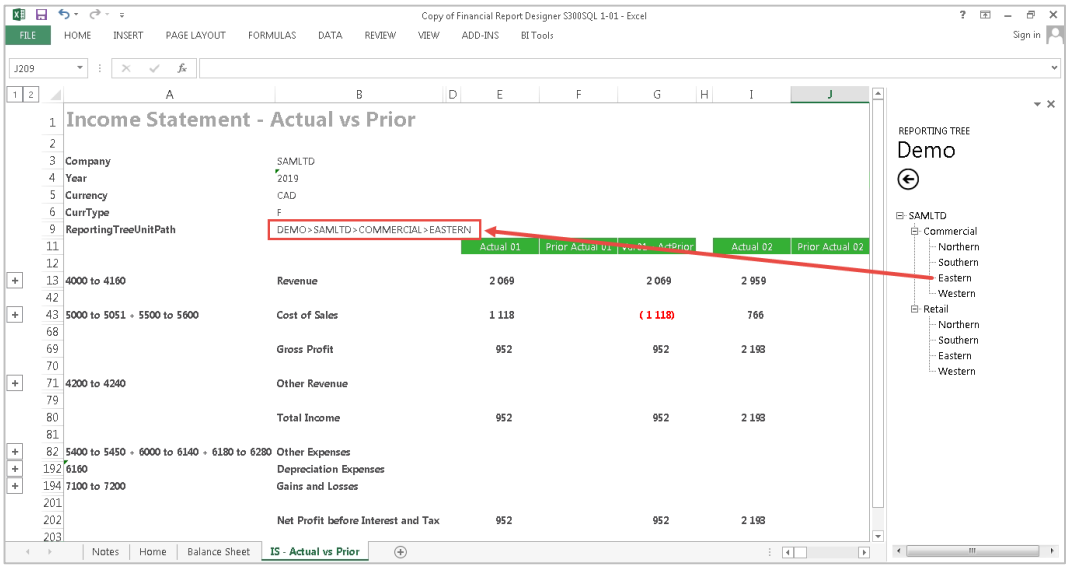
Formulas return balances or header information from your general ledger based on provided arguments which act as filters. Examples of arguments are Account Number, Current Year and Current Period. Each argument can be a cell reference, constant, or named range. All arguments for each formula are explained in the Sage Intelligence help file.

Formulas let you define columns for your layout where the type of formula used determines the purpose of the column, for example, to view the Actual or Budget amounts for a period.



2.3 Trees

A Reporting Tree allows you to define a reporting structure according to the hierarchy of your business and then view your data based on that hierarchy at the click of a button. Although it's not necessary to create a Reporting Tree for a report, they do allow you to filter your data over and above the filters commonly used in formulas.


Copy of Financial Report Designer S300SQL 1-01 - Excel
FILE
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ADD-INS
BI Tools
Sign in
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Other Expenses
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Depreciation Expenses
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Gains and Losses
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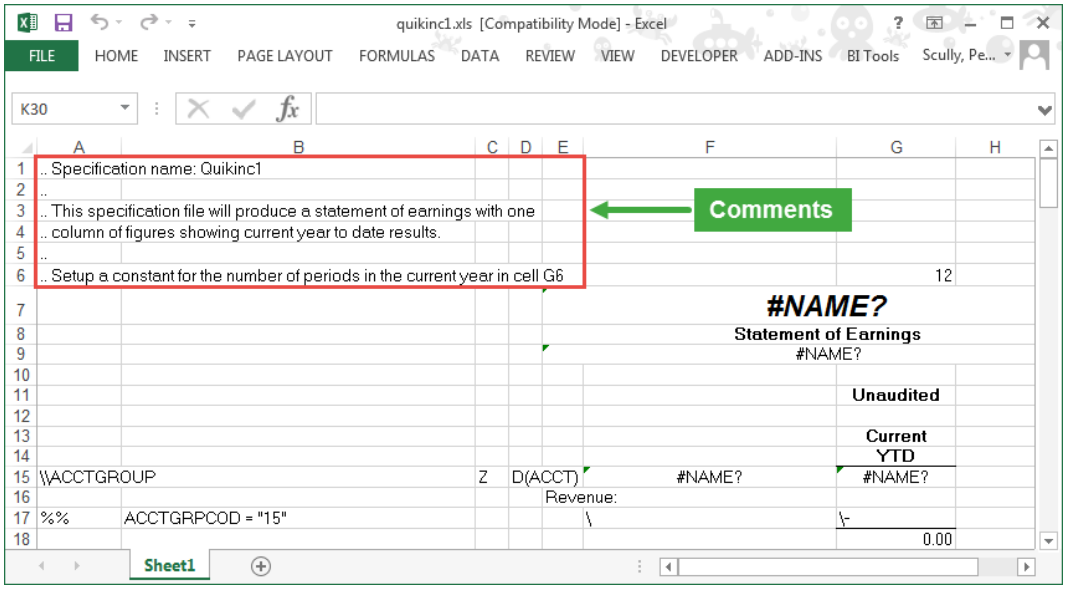
IS - Actual vs Prior
REPORTING TREE
Demo
SAMLTD
Commercial
Northern
Southern
Eastern
Western
Retail
Northern
Southern
Eastern
Western

3.0 Drawing a Comparison Between FR and Sage Intelligence

Each of the sections in this chapter looks at an aspect of an FR spec and how it translates to Sage Intelligence. The FR component or concept is first described and then an explanation is given of how this can be replicated or understood in Sage Intelligence.

3.1 Comments

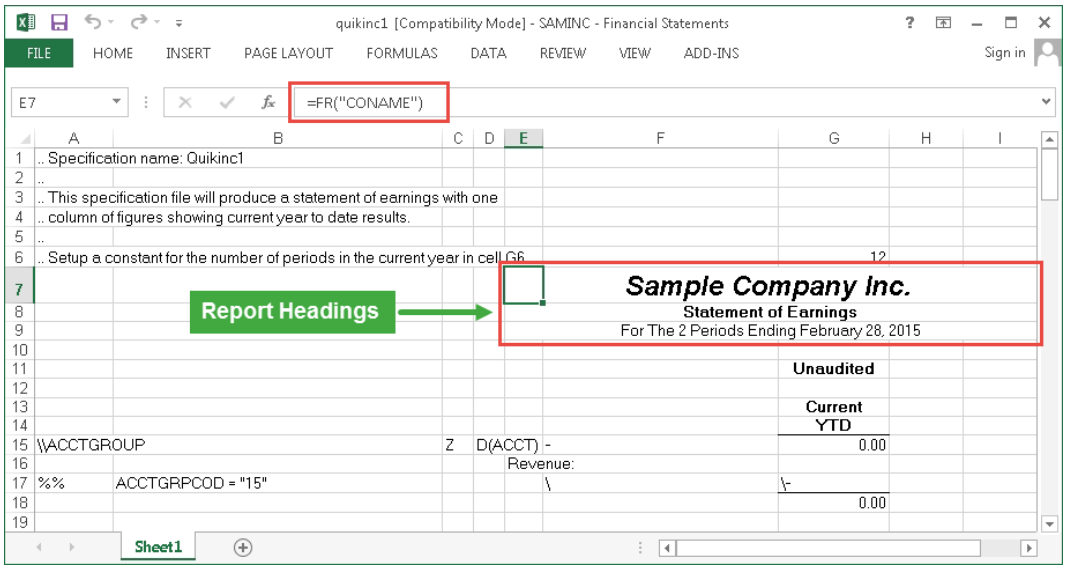
In FR, any text entered in column A beginning with '..' is treated as a comment and is excluded from the report when it is run. It is therefore excluded from the print area and will not show when the report is printed.



Sage intelligence does not have a comment identifier. If you want to include comments you can enter them as free text and set the print area of your layout to exclude them. They will then not be visible when you print your layout.

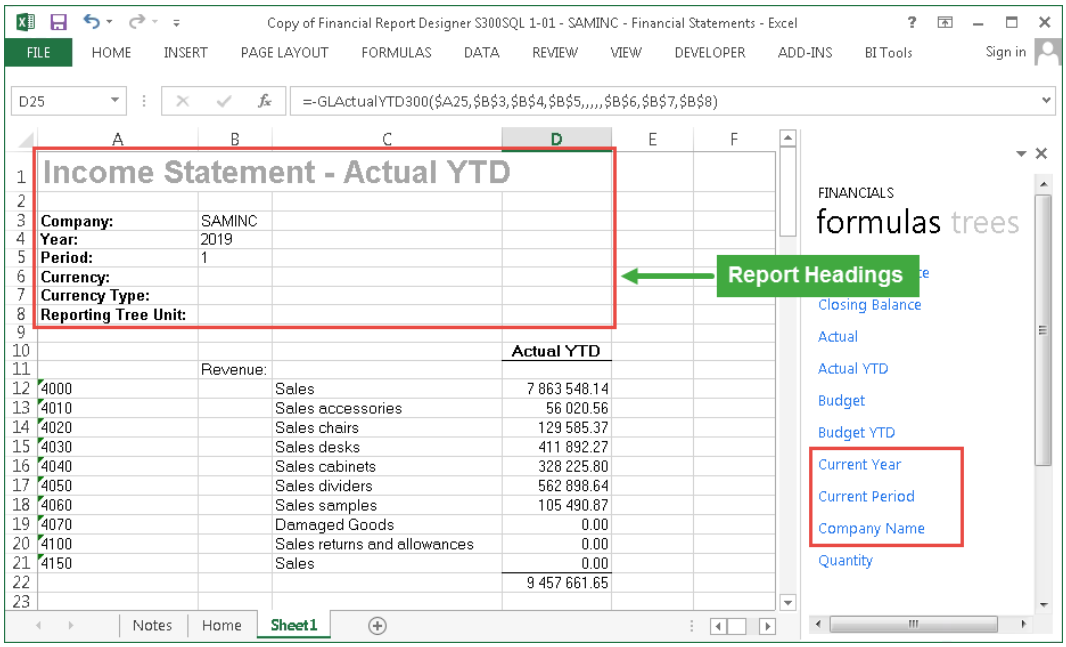
3.2 Report Headings

FR allows you to enter reporting headings using free text and also provides a number of functions to show company and fiscal calendar information. For example, **=FR("Coname")** returns the company name and **=FR("Year")** returns the Fiscal Year.



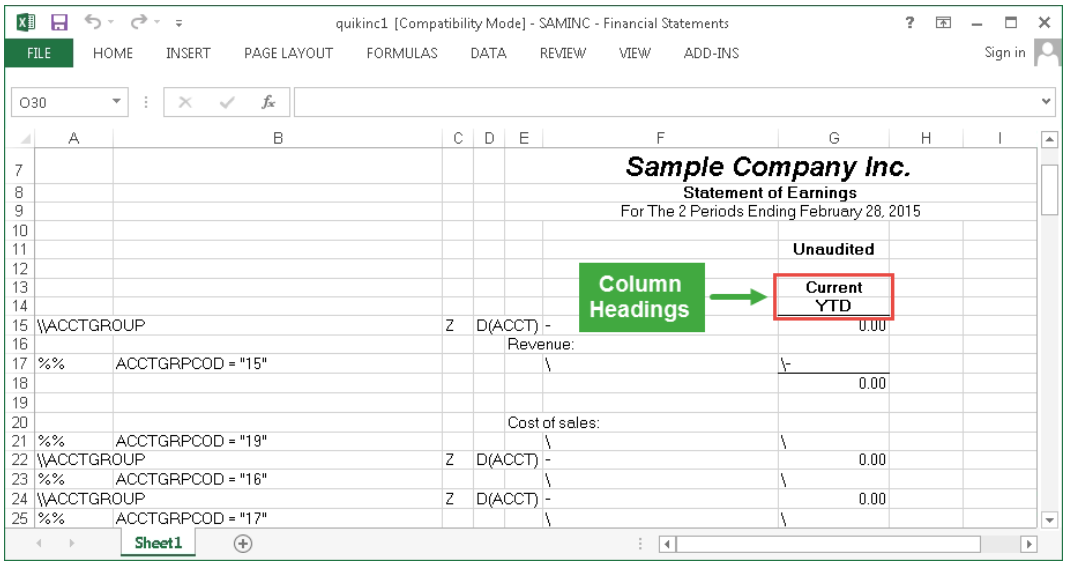
Sage Intelligence also allows you to enter report headings as free text and provides three formulas to display company and calendar information. These formulas can be dragged into cells which can be referenced by other formulas. They can also be added directly to other formulas as arguments.

Formula	Description
Company Name	Returns the full company name from your general ledger after applying the company code filter specified as an argument.
Current Year	Returns the current fiscal year from your general ledger after applying the filters specified as arguments.
Current Period	Returns the current period from your general ledger after applying the filters specified as arguments.

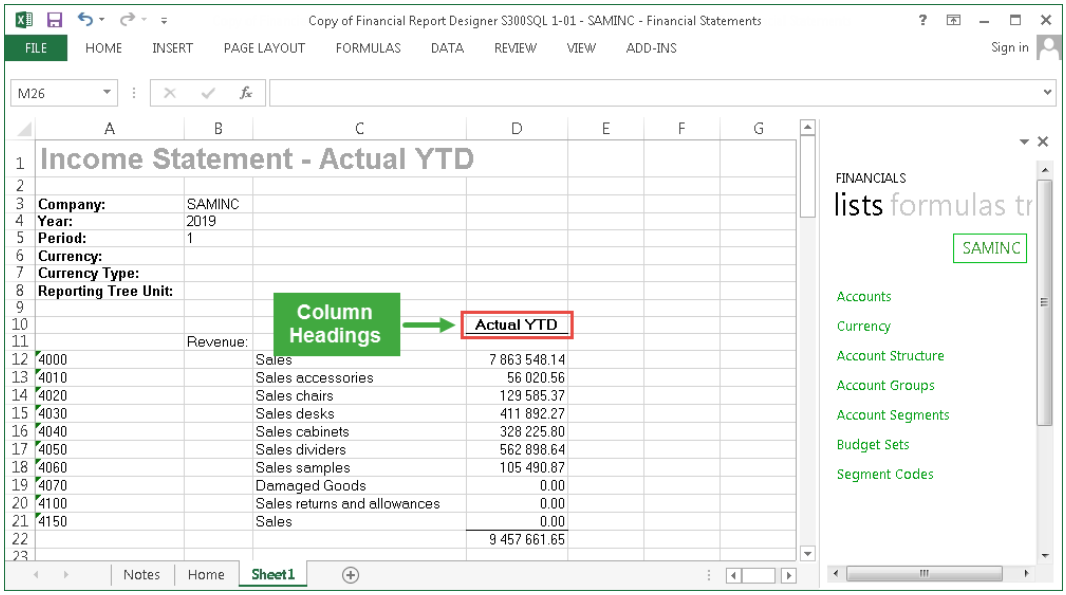


3.3 Column Headings

In FR column headings can be entered using free text.

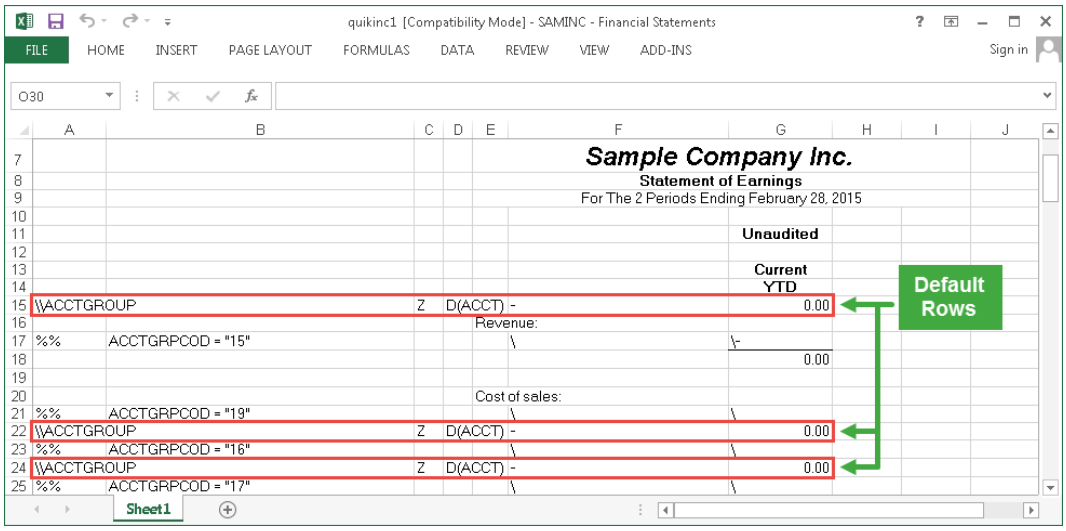


In Sage Intelligence, column headings can be entered using free text. Excel functions can also be used to calculate calendar information that relates to column headings, for example, the periods in a Rolling Income Statement.



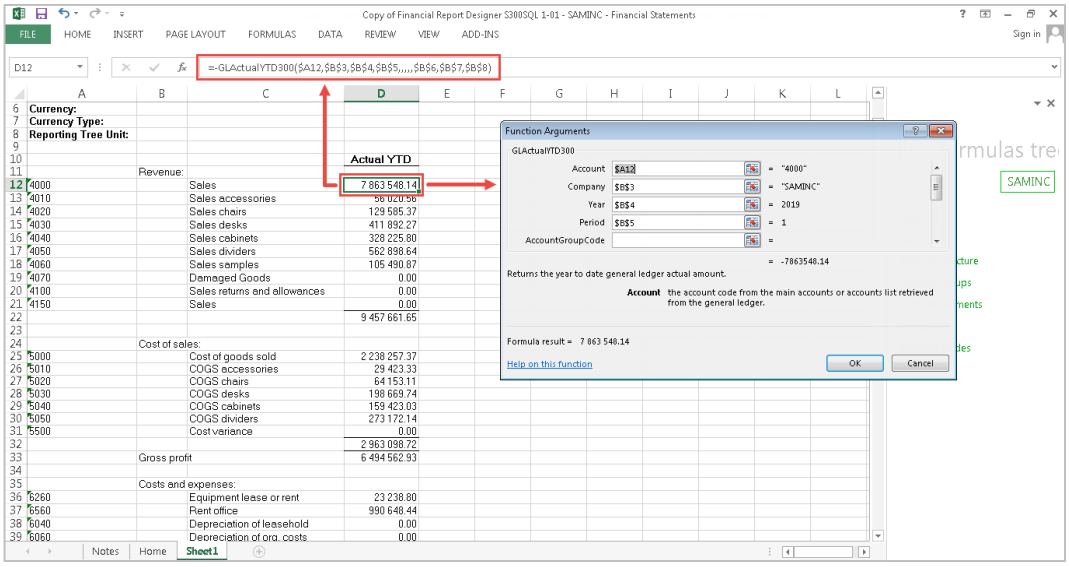
3.4 Default Rows

FR allows you to create default rows. A default row defines formats and functions that can be applied to one or more account rows. This saves you time by only having to type out arguments and functions once. The default row is then applied to all rows below it until another default row is defined.



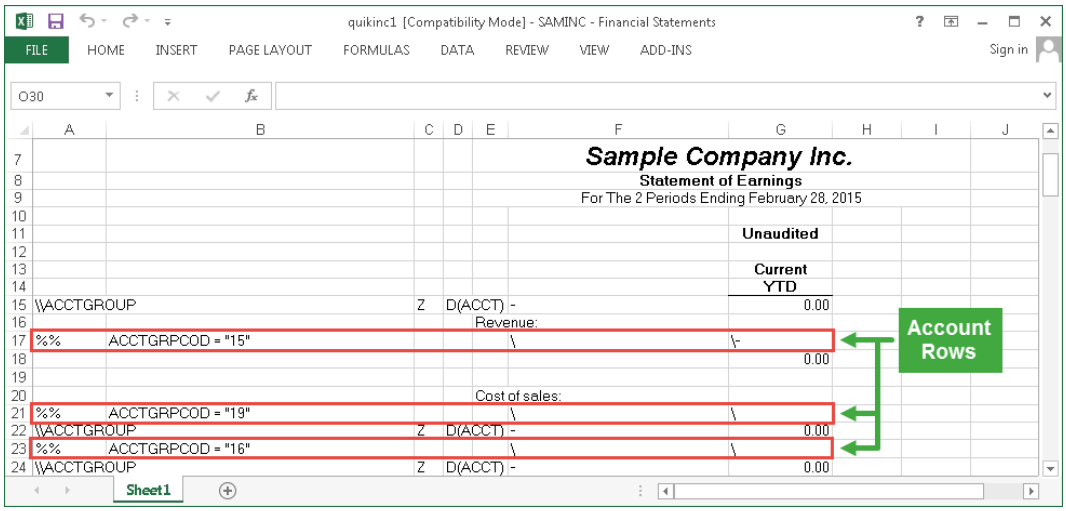
Sage Intelligence doesn't make use of default rows. It achieves efficiency by letting you drag lists and formulas into a layout. Lists can be edited by deleting rows or columns that aren't needed or inserting blank rows or columns to group similar items.

You can drag formulas into a single row and edit its arguments, either using the Formula Bar or the Function Arguments window. Excel copy and paste functionality can then be used to quickly and easily copy the formula to all rows in a group of accounts, or the entire layout.

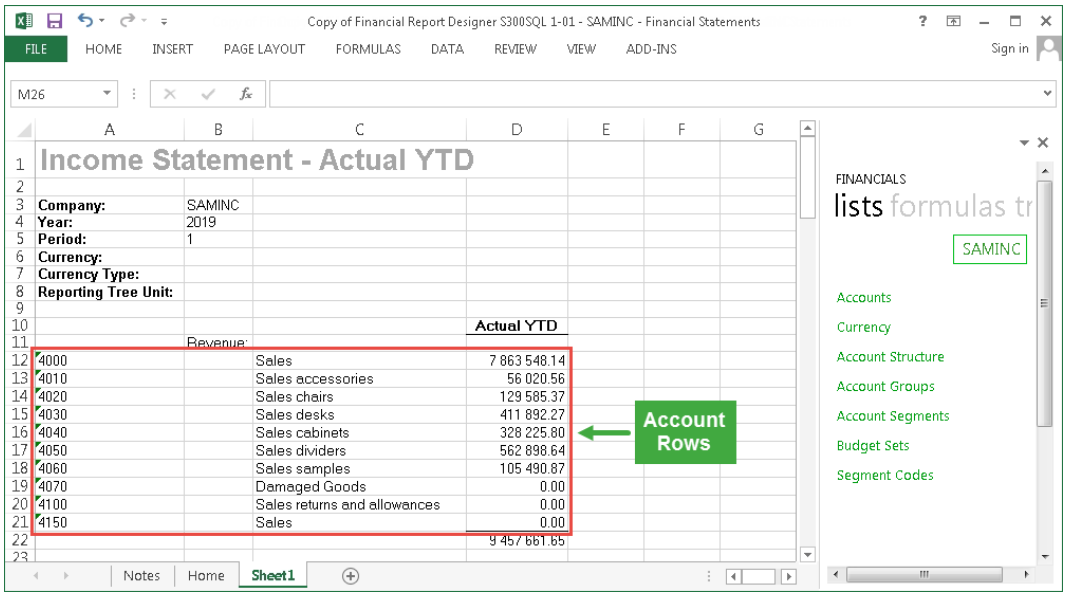


3.5 Account Rows

FR lets you create account rows by typing functions, arguments or free text into the cells of a row. Columns A to D are reserved for specific parameters and are excluded from the final report. Each column is discussed individually below. Columns E onwards are used to specify the actual information that will appear in the report.

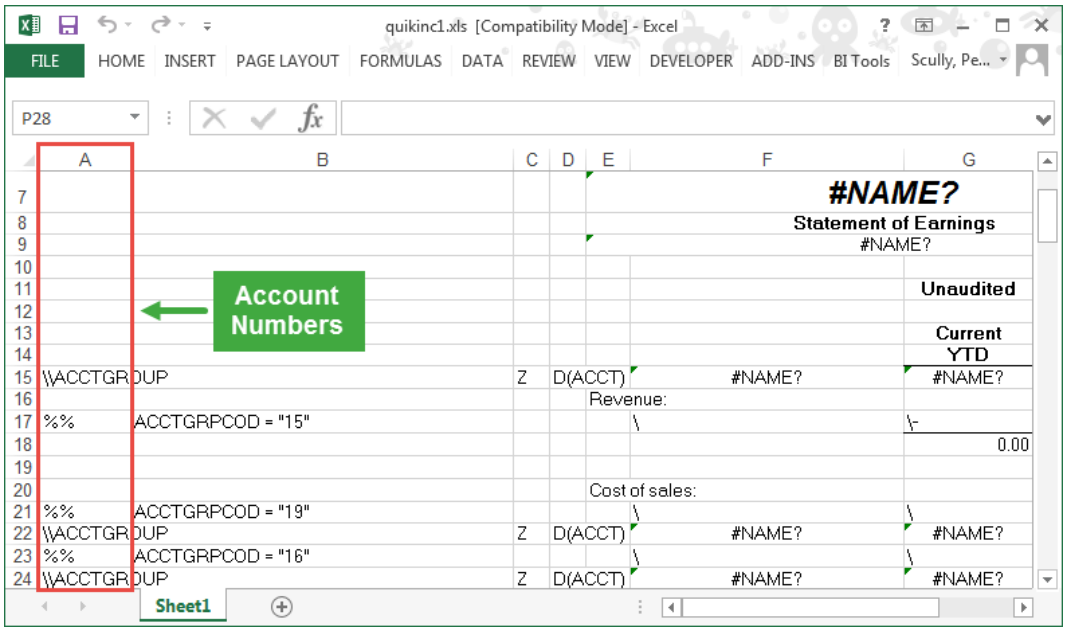


Account rows in Sage Intelligence can be created by typing the necessary arguments and text into a row or by dragging lists and formulas into the layout and editing them. There are no reserved rows or columns so the layout you create is the end result. If there is information in your layout that is required but that you don't necessarily want to see, you can hide the rows or columns. Alternatively you can define a print area to show only the rows and columns that you want to see in a printed version of your report.

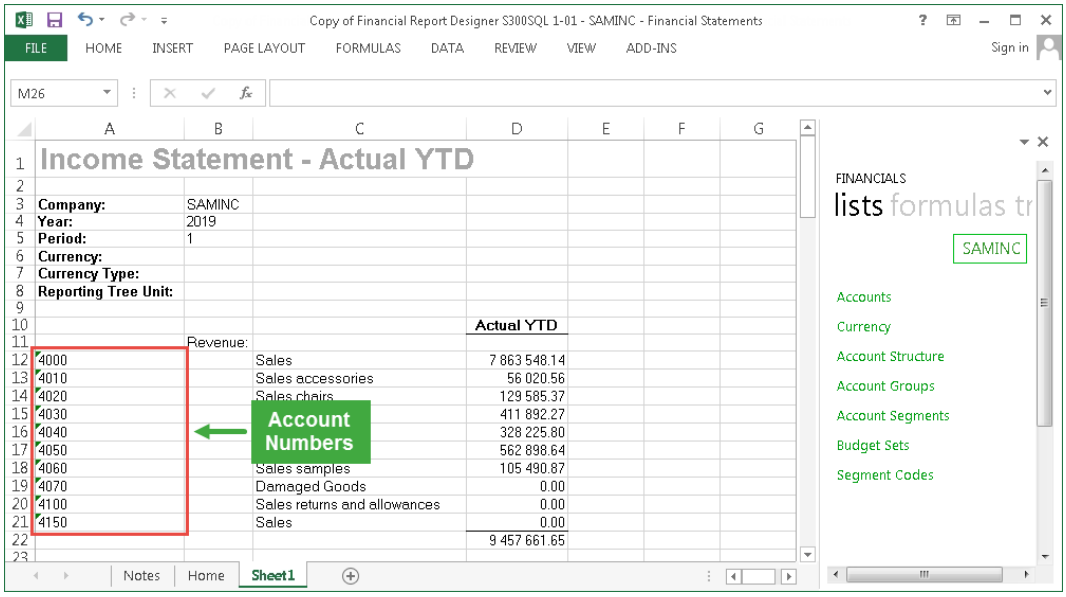


3.6 Account Numbers

Apart from entering comments and designating a default row, column A in a spec is reserved for entering account numbers. Individual account numbers, ranges or wildcards can be used. As an example, in the spec in the screenshot below the %% wildcard is used to tell FR to consider all accounts for the account row when the report is run.

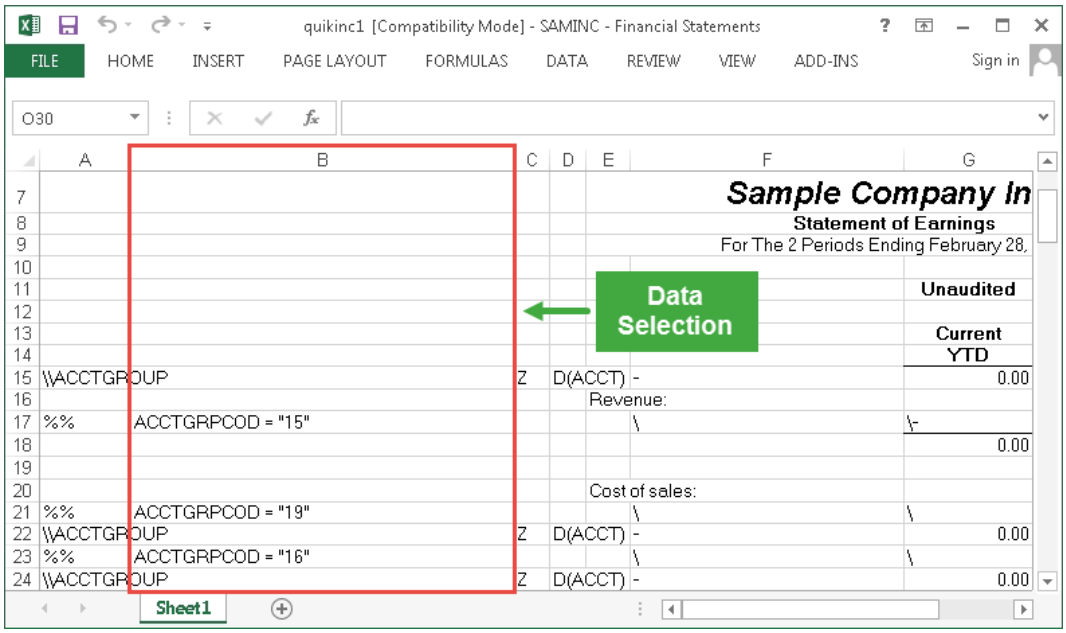


In Sage Intelligence, account numbers or other account information, like account group codes for example, can be typed into a cell or can be obtain by dragging the appropriate list into your layout. Sage Intelligence allows for ranges, wildcards and mathematical functions to be used to group account rows. Account numbers are not limited to a specific column.

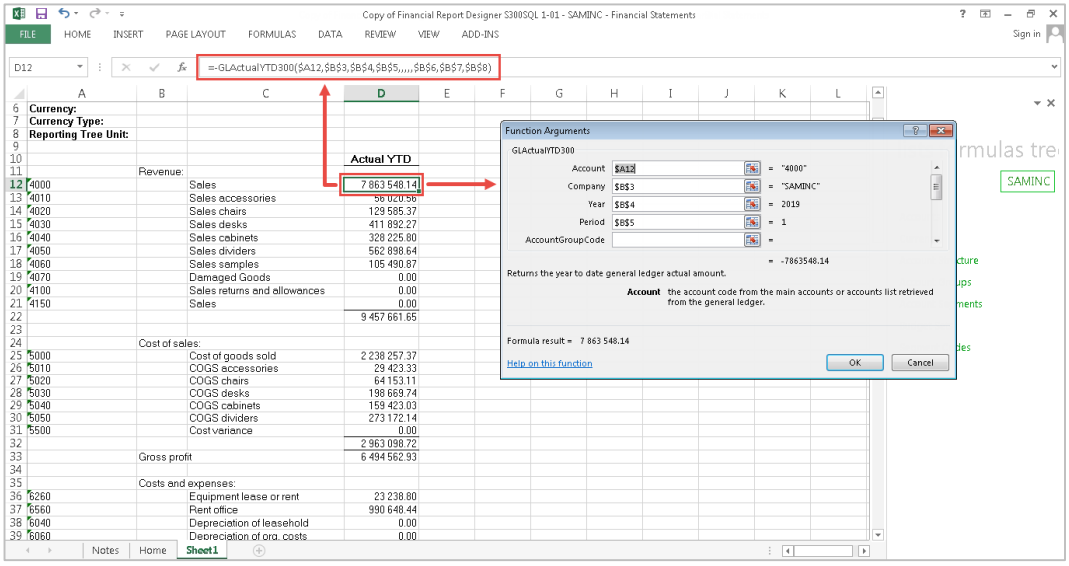


3.7 Data Selection

In a spec, column B is reserved for entering selection criteria. The range of accounts entered in column A is then filtered or restricted by the selection criteria.

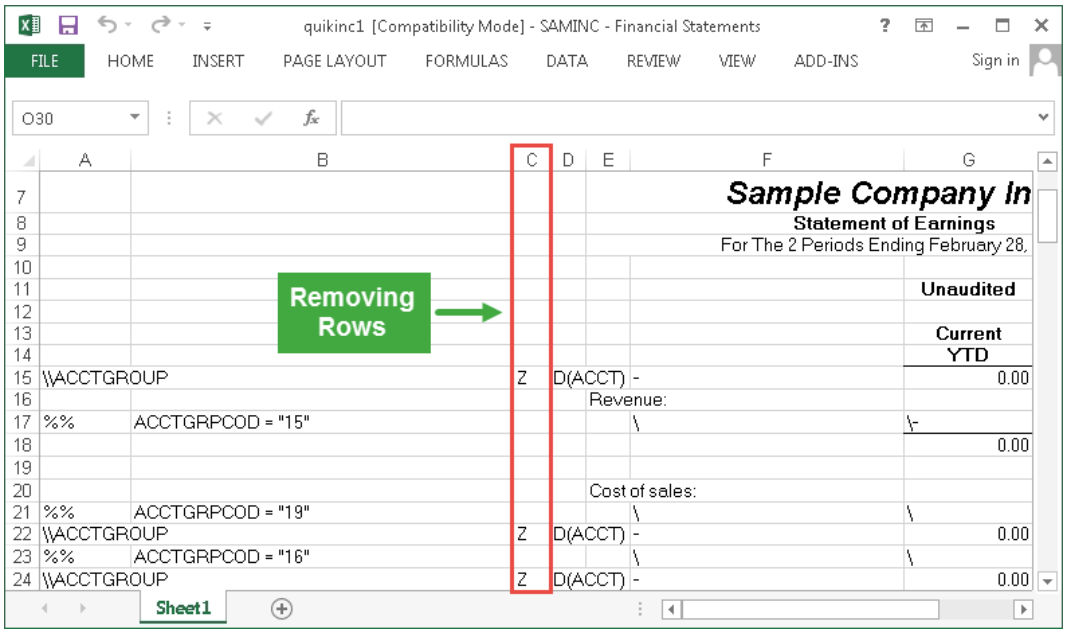


In Sage Intelligence, each financial formula can be filtered by a number of criteria to return specific data. For example, the Actual Year to Date formula can be filtered by account, company, year, period, account group code, group category code, account structure code, balance type, currency code, currency type and reporting tree unit. These arguments can be entered into a formula as you would the arguments in a standard Excel formula, either in the Formula Bar or using the Function Arguments window.



3.8 Removing Rows

In a spec, column C is used to remove rows that meet certain criteria from a report. For example, you can exclude zero balance rows by placing a Z against all account rows or in all default rows.

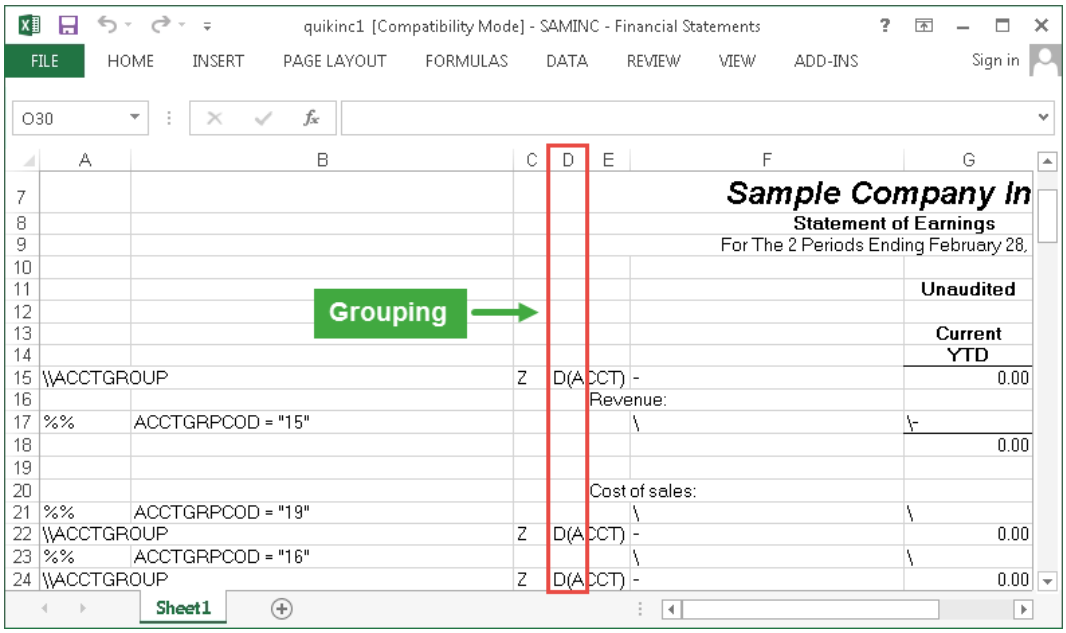


Sage Intelligence uses the ZeroingII add-in to remove rows that meet certain criteria from a report. The add-in is configured for a report in the Report Manager. The add-in however only works on a report at runtime and there is currently no functionality to dynamically hide or show certain rows once a report has been run out. Macros can be used to achieve this.

We do currently have a Dynamic Range Manager feature on our development backlog that may be released in the next version of Sage 300 ERP Intelligence Reporting. This feature will let you exclude zero rows from layouts in the Report Designer at the click of a few buttons.

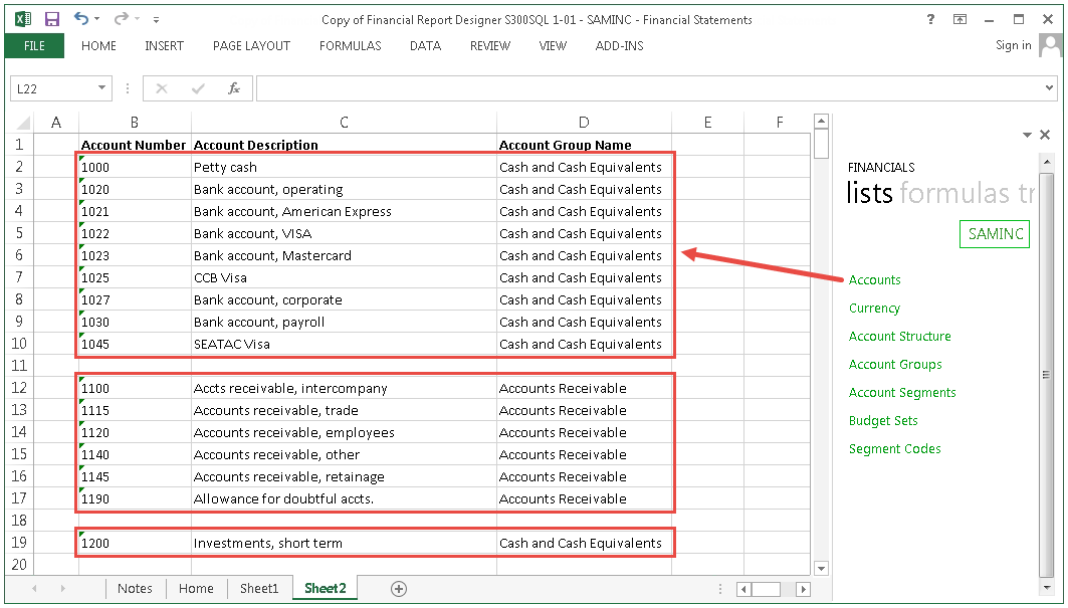
3.9 Grouping

Column D of a spec is used to determine whether accounts will be consolidated or not. For example, the value D will print a separate line for each account in the range of accounts and T will return a total for the range.



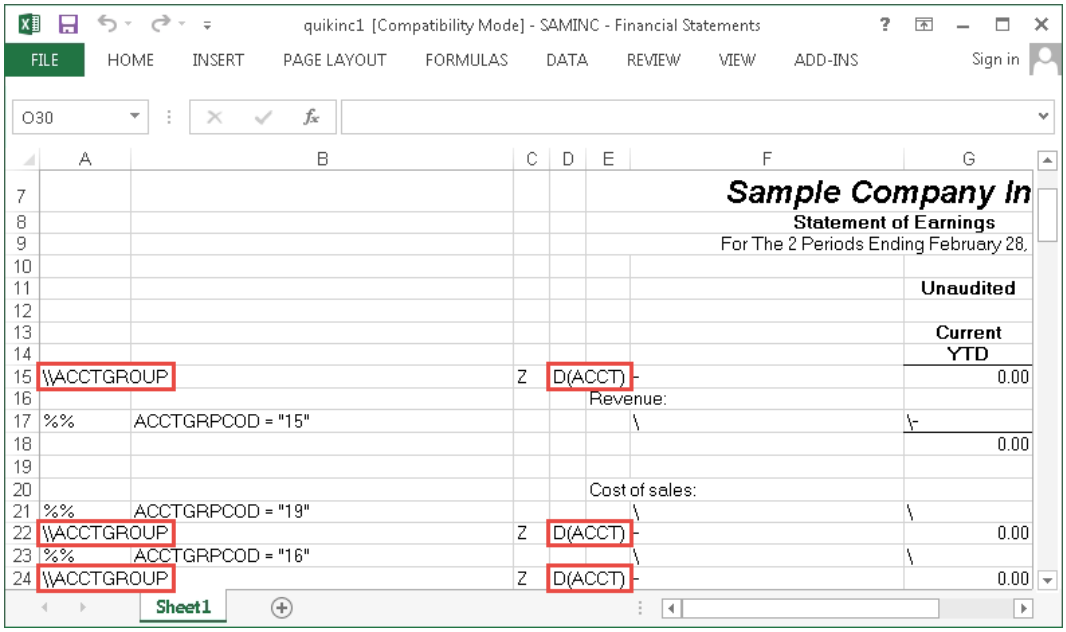
Sage Intelligence doesn't currently have dynamic account ranges when using the Task Pane to design layouts (this is provided for in the Layout Generator through the Show Account Detail option). In other words, account groups can be created using ranges, wildcards and mathematical functions, but there is no way to automatically expand a group to list all included accounts. The Dynamic Account Manager feature mentioned in the previous section is intended to solve this problem.

To list all the accounts in a range you can drag the Accounts list into a layout. You can then group similar accounts by inserting blank rows between the different groups.



3.10 Sorting

In FR, arguments can be added in column A of a default row to set the sort order of accounts in the default row area. Arguments can also be included in column A of an account row to determine the sort order of accounts. Certain arguments used in column D of a spec can also influence the sort order.



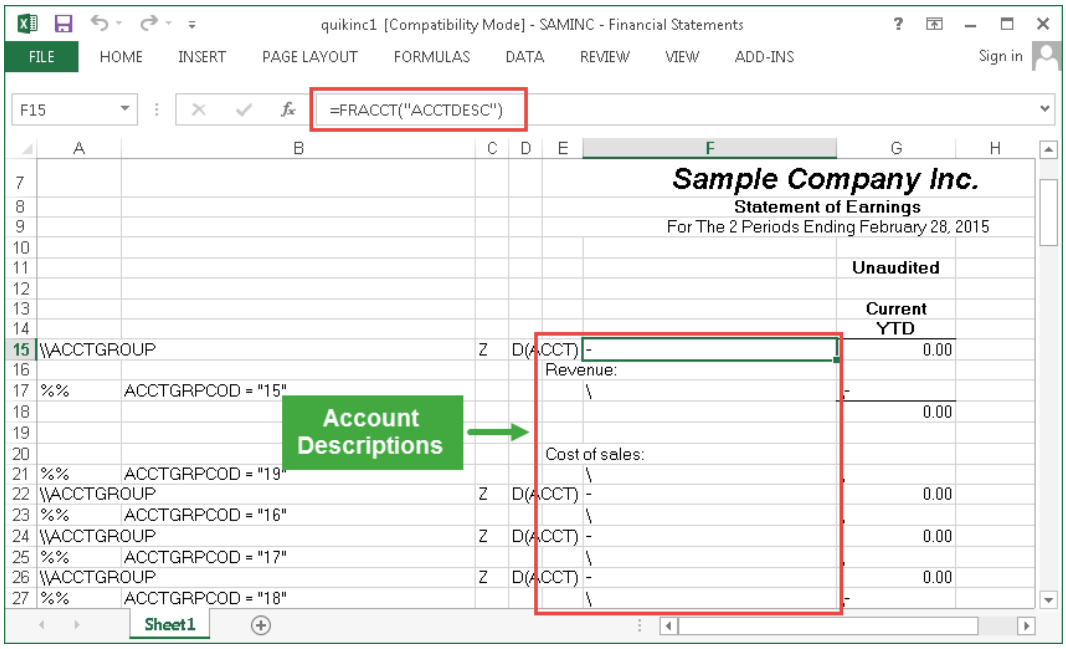
In Sage Intelligence, accounts or account groups are shown in the order that they are entered in a layout. If lists are used, the items in a list will have a predefined sort order. The sort order for each list is

given in the table below. Once a list has been dragged into a layout, Excel's Sort function can be used to sort the list by one or more columns.

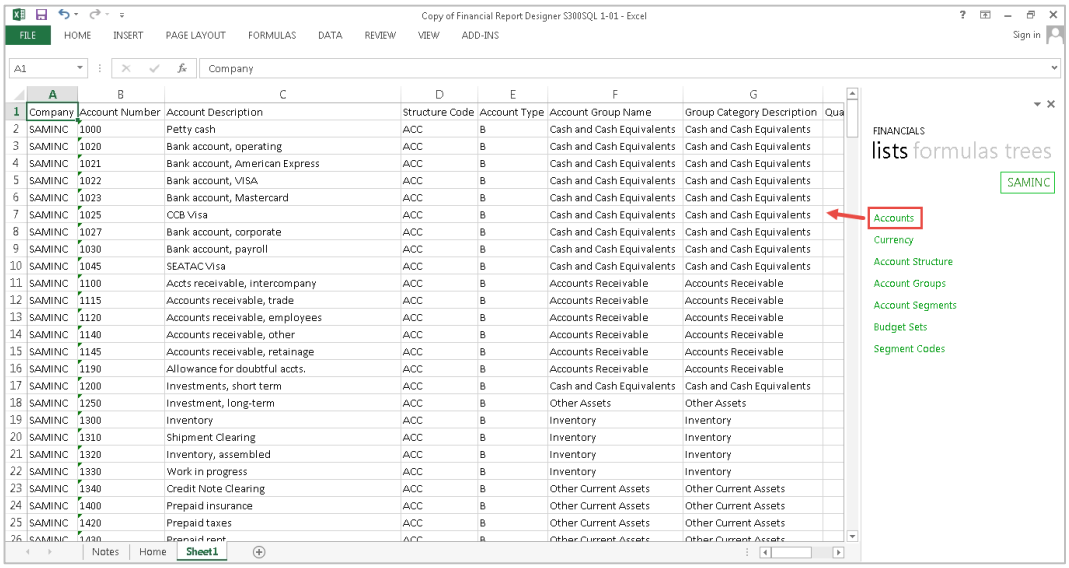
List	Sort Order
Accounts	Full account number
Currency	No sort order
Account Structure	Structure code
Account Groups	Sort code
Account Segments	No sort order
Budget Sets	No sort order
Segment Codes	No sort order

3.11 Account Descriptions

FR provides a number of functions to enter account description information. For example, **=FRACCT("ACCTDESC")** can be used to return the account description of an account. Alternatively free text can be used.

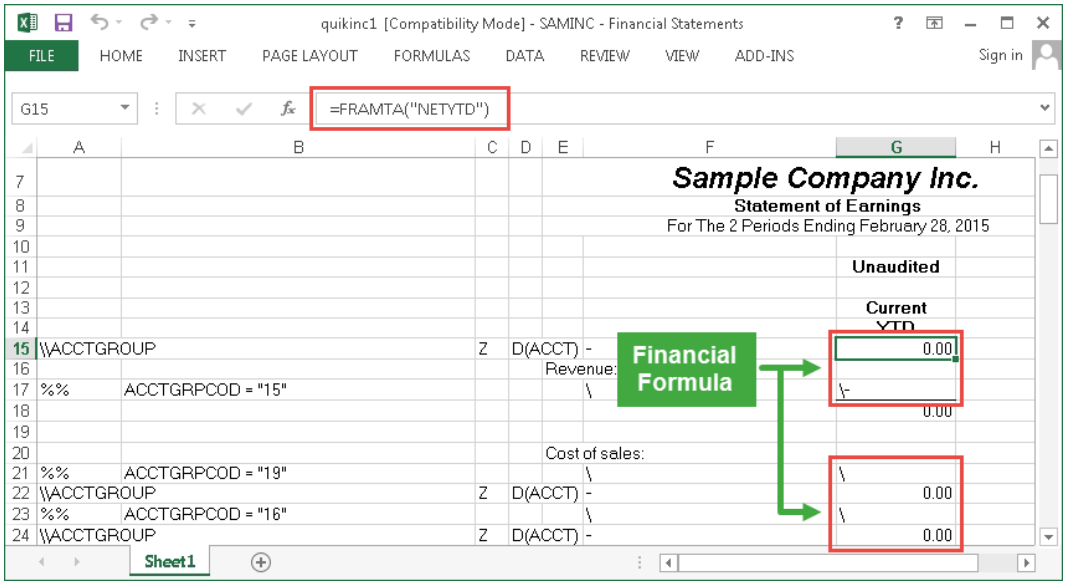


In Sage Intelligence, account description information can be entered using free text, otherwise the relevant information is included in lists. For example, the Accounts list includes the Account Description, Account Group Name and Group Category Description of an account.



3.12 Financial Formula

FR includes a large number of functions to return balance or net amounts. They can be used in default rows or in individual account rows.



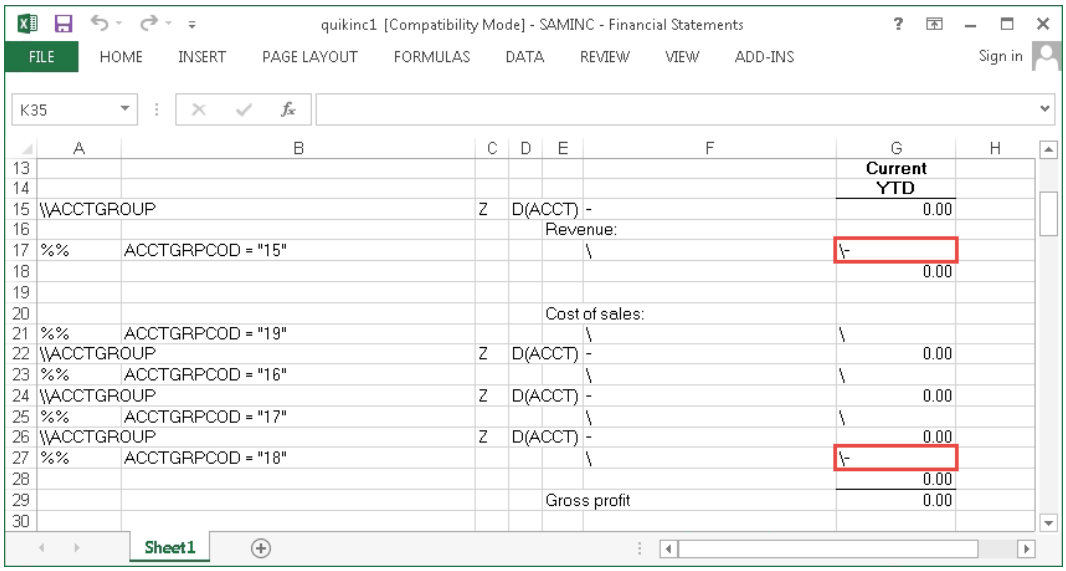
The formulas provided in Sage Intelligence to return financial amounts are listed with their descriptions in the table below.

Formula	Description
Opening Balance	Returns the opening balance general ledger amount after applying all the filters specified as arguments.
Closing Balance	Returns the closing balance general ledger amount after applying all the filters specified as arguments.
Actual	Returns the month to date general ledger actual amount after applying all the filters specified as arguments.
Actual YTD	Returns the year to date general ledger actual amount after applying all the filters specified as arguments.

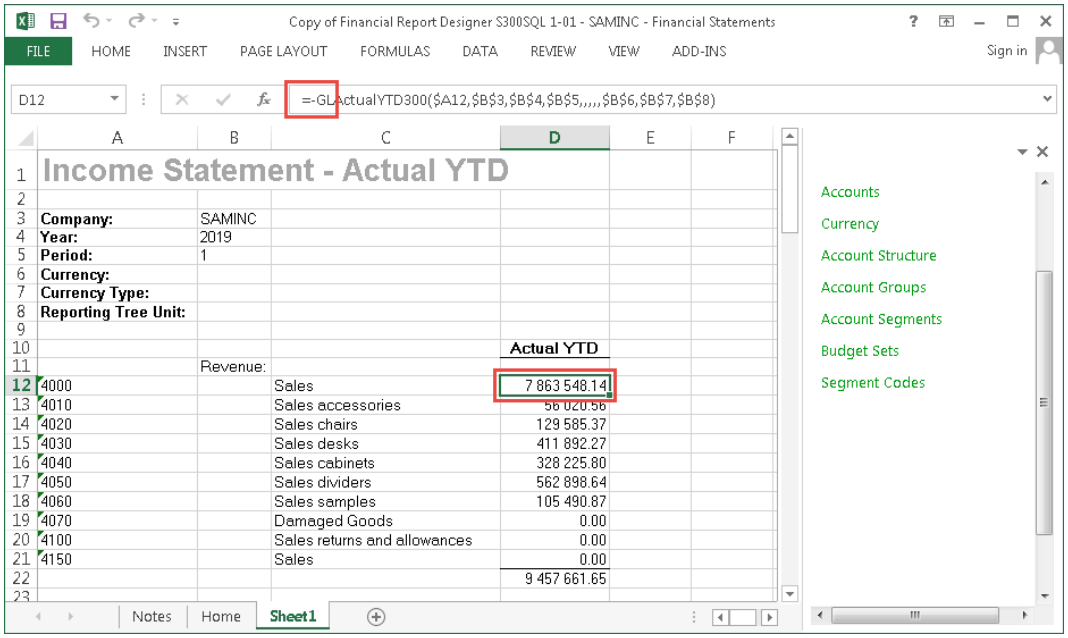
Budget	Returns the month to date general ledger budget amount after applying all the filters specified as arguments.
Budget YTD	Returns the year to date general ledger budget amount after applying all the filters specified as arguments.
Quantity	Is used for statistical reporting and returns the quantity information in a financial report, such as number of units, from your general ledger, after applying the filters specified as arguments.

3.13 Switch Sign

In FR you can enter a minus sign in the function column of an account row to switch the sign of accounts in that row. For example, when using a FRAMTA formula in an income statement, you would switch the sign of all Revenue accounts in the spec.

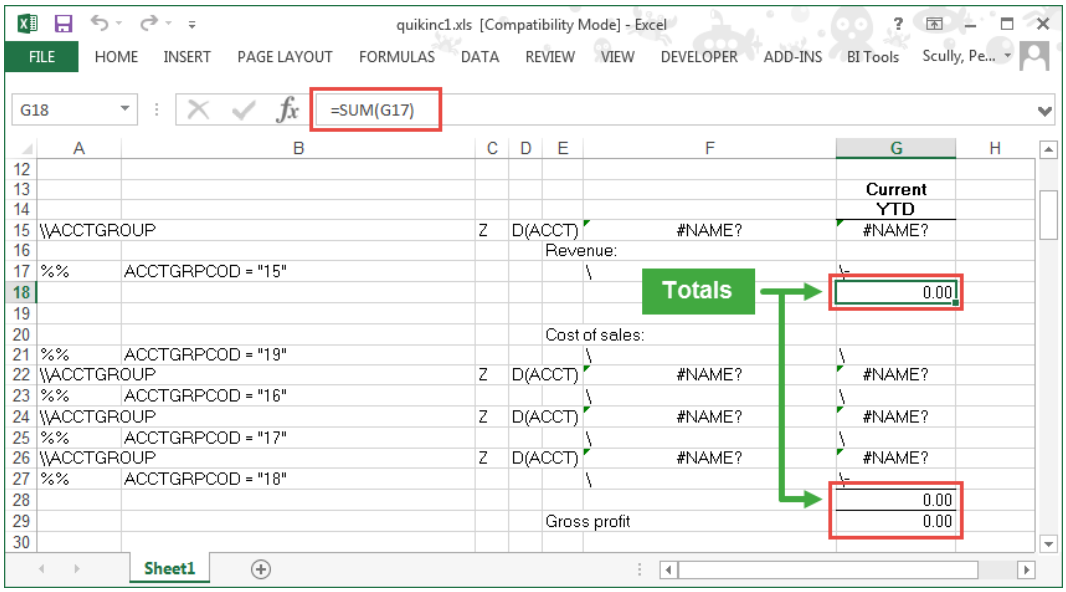


In a similar way, you can switch the sign of Sage Intelligence formulas. To do so either place a minus sign at the start of a formula or multiply the formula by -1.

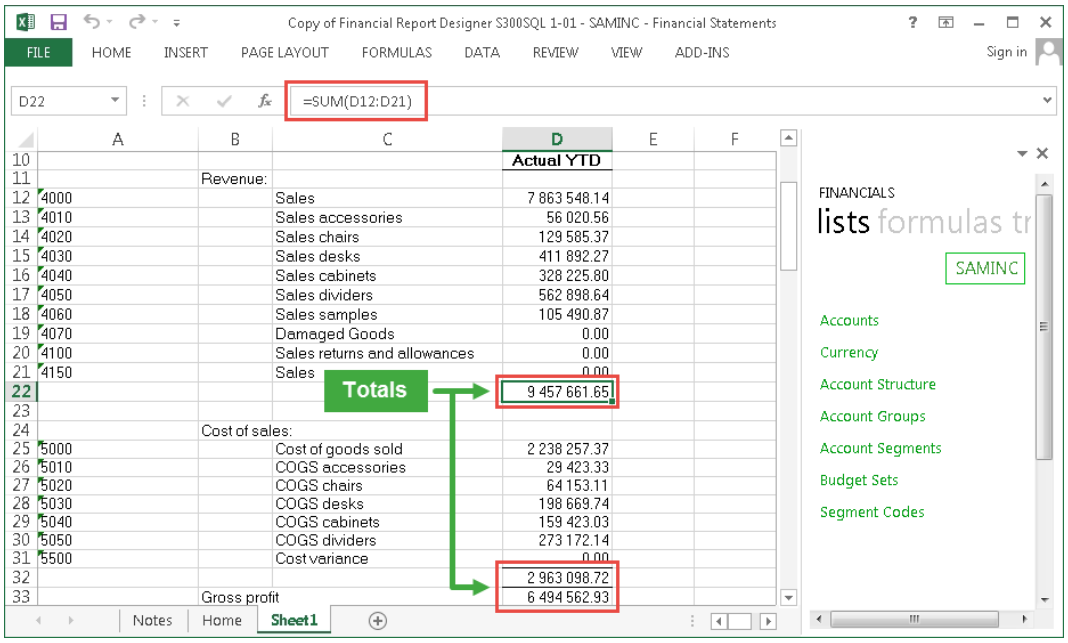


3.14 Subtotals

In a spec, Excel formulas are used to create subtotals.

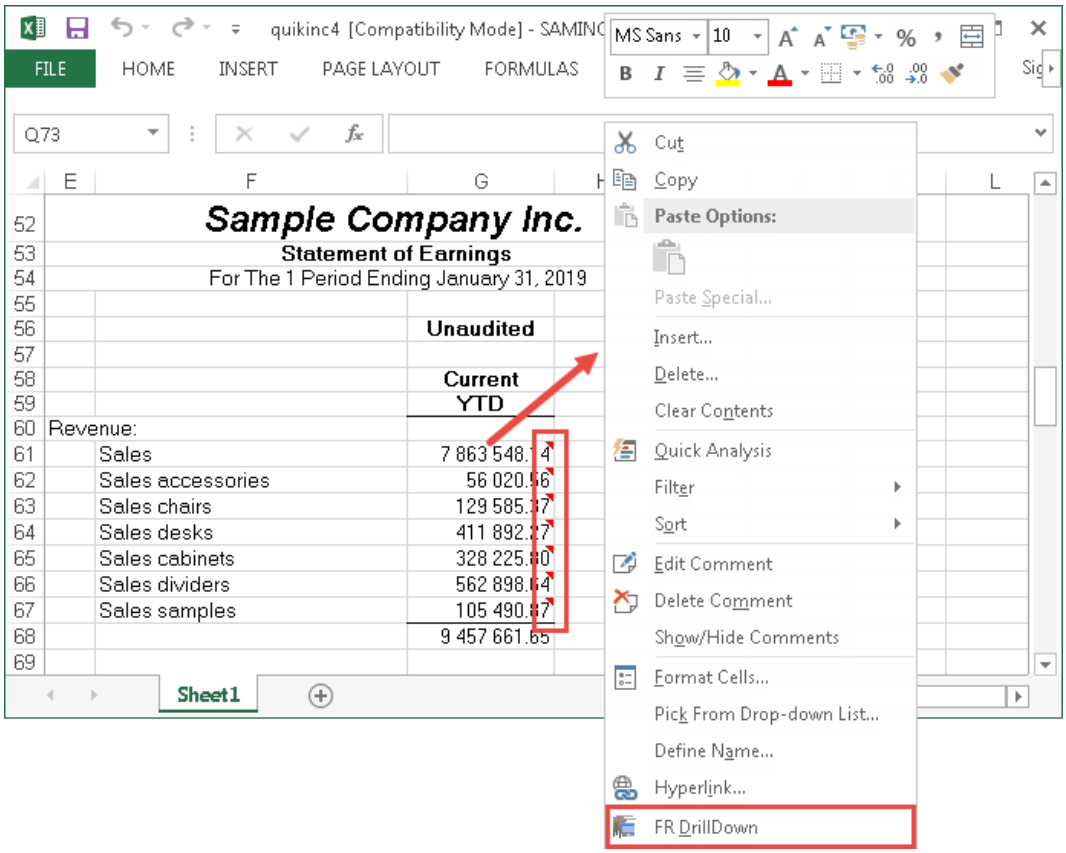


Similarly, Sage Intelligence also uses Excel formulas for subtotals.

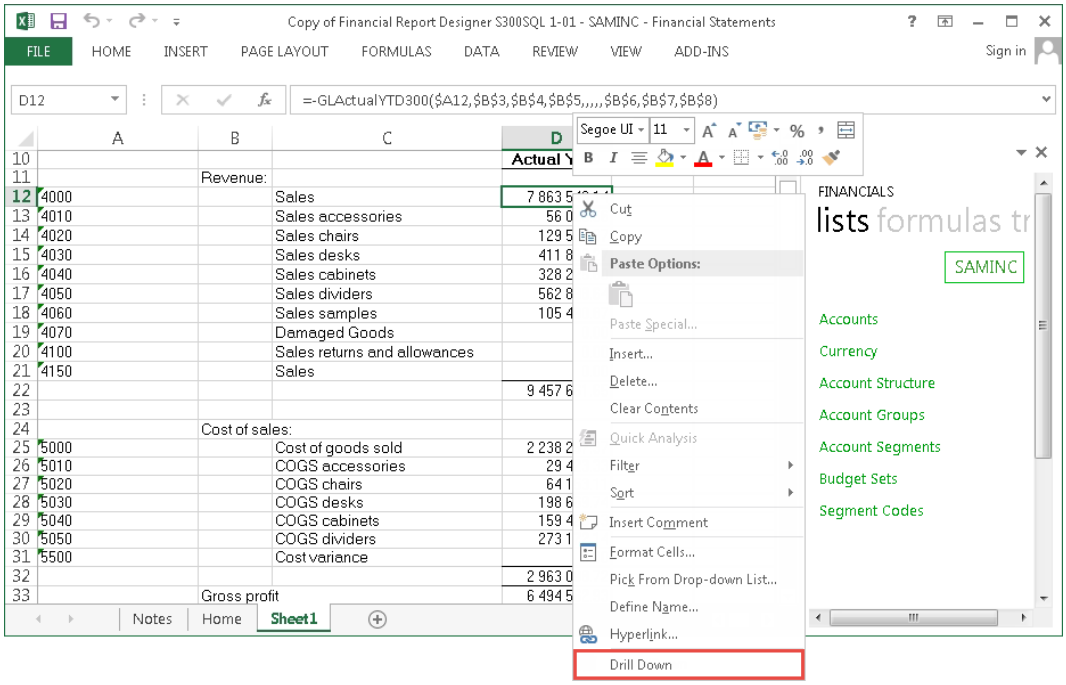


3.15 Drill Downs

The FR functions FRTRN and FRTRNA retrieve totals from transaction history. Specs that use these functions allow you to drill down to transactions once a report is generated. You can identify cells to drill down on by the comment marker in them. Once you right click on a cell and select FR Drill Down, the transactions appear in a new grid style window.



You can drill down on all Sage Intelligence financial formula. To do this, right click on a cell containing a formula and select Drill Down. The results will open in a new sheet in Excel. If the formula you drill down on is returning a single balance, then the drill down will return the transactions that make up the balance in a sheet called Drill Transactions. If on the other hand the formula you are drilling down on is returning the accumulation of multiple balances, then the drill down will first return all the individual balances in a sheet called Drill Balance. From there you can drill down to the transactions of each balance. Note that you can only drill down on cells containing a single Sage Intelligence formula.



4.0 Translation of FR Functions to Sage Intelligence Formulas

In Financial Reporter, FRAMT, FRAMTA, FRTRN and FRTRNA are the primary functions that return financial amounts. The values they return are the same for a given argument. Their differences are summarised in the table below.

Function	Value	Sign
FRAMT	Returns balance and net amounts from account history.	Respects the account type. Debit balances in debit accounts and credit balances in credit accounts are returned as positive numbers; credit balances in debit accounts and debit balances in credit accounts are returned as negative numbers.
FRAMTA	Returns balance and net amounts from account history.	Returns all debit balances as positive numbers and all credit balances as negative numbers regardless if the account is a debit or credit type.
FRTRN	Returns only net amounts from transaction history.	Respect the account type. Debit balances in debit accounts and credit balances in credit accounts are returned as positive numbers; credit balances in debit accounts and debit balances in credit accounts are returned as negative numbers.
FRTRNA	Returns only net amounts from transaction history.	Returns all debit balances as positive numbers and all credit balances as negative numbers regardless if the account is a debit or credit type.

The following two tables show Net and Balance arguments for the FRAMT, FRAMTA, FRTRN and FRTRNA functions. This is not a complete list but a selection intended to guide you in learning how to translate FR functions. An equivalent Sage Intelligence formula or method of obtaining the result is provided for each argument. In many cases, additional Excel functions can be used to enhance the formulas. For example, using IF, QUOTIENT and MOD functions to determine the correct year, quarter, half or to date values.

Note: If drilling down is a requirement for you then this will make most of the suggestions in the SI Formula column of the below two tables redundant. In this case you will need to follow the additional suggestions in the Notes column.

Net Arguments for FRAMT, FRAMTA, FRTRN and FRTRNA Functions

Argument	Description	SI Formula	Notes
NETP	Current period	Use Actual with current period.	
NETLP	Last period	If current period is 1, then use Actual with current year minus 1 and period 12.	

		Otherwise use Actual with current period minus 1.	
NETnP	nth period	Use Actual with nth period.	
NETnPA	n periods ago	If n is greater than or equal to current period, then use Actual with current year minus 1 and current period plus 12 minus n. Otherwise use Actual with current period minus n.	
NETQ	Current quarter (to end)	If in first quarter, use Actual YTD with period 3. Otherwise use Actual YTD with last period of the current quarter minus Actual YTD with last period of the previous quarter.	Alternatively, use Actual for each period in the range and sum the result. Note that FR returns the net amount up until the period you generate a report for. The same result as NETQTD.
NETQTD	Current quarter to date	If in first quarter, use Actual YTD with current period. Otherwise use Actual YTD with current period minus Actual YTD with last period of the previous quarter.	Alternatively, use Actual for each period in the range and sum the result.
NETnQ	nth quarter	If n equals 1 then use Actual YTD with period 3. Otherwise use Actual YTD with last period of nth quarter minus Actual YTD with last period of the quarter before that.	Alternatively, use Actual for each period in the range and sum the result.
NETnQTD	nth quarter to date	If n equals 1 then use Actual YTD with current period modulo 3. Otherwise use Actual YTD with last period of previous quarter plus current period modulo 3 minus Actual YTD with last period of previous quarter.	Alternatively, use Actual for each period in the range and sum the result.
NETS	Current half year (to end)	If in the first half of the year, use Actual YTD with period 6.	Alternatively, use Actual for each period

		Otherwise use Actual YTD with period 12 minus Actual YTD with period 6.	in the range and sum the result. Note that FR returns the net amount up until the period you generate a report for. The same result as NETSTD.
NETSTD	Current half year to date	If in the first half of the year, use Actual YTD with current period. Otherwise use Actual YTD with current period minus Actual YTD with period 6.	Alternatively, use Actual for each period in the range and sum the result.
NETLS	Last half year	If in first half of the year, use Actual YTD with prior year and period 12 minus Actual YTD with prior year and period 6. Otherwise use Actual YTD with period 6.	Alternatively, use Actual for each period in the range and sum the result.
NETLSTD	Last half year to date	If in first half of the year, use Actual YTD with prior year and period 6 plus current period minus Actual YTD with prior year and period 6. Otherwise use Actual YTD with current period modulo 6.	Alternatively, use Actual for each period in the range and sum the results.
NETY	Total year	Use Actual YTD with period 12.	Alternatively, use Actual for each period in the range and sum the results.
NETYTD	Year to date	Use Actual YTD with current period.	Alternatively, use Actual for each period in the range and sum the results.
NETCLOSE	End of year 1	Not available.	
NETADJ	Period 14 adjustments	Use Actual with period equal to 14.	
NETP.2020	Current period for year 2020	Use Actual with current period and year equal to 2020.	
NETP.L1	Current period for previous year	Use Actual with current period and current year minus 1.	

NETP.N1	Current period for next year	Use Actual with current period and current year plus 1.	
QNETP	Quantity for current period	Use Quantity with current period.	

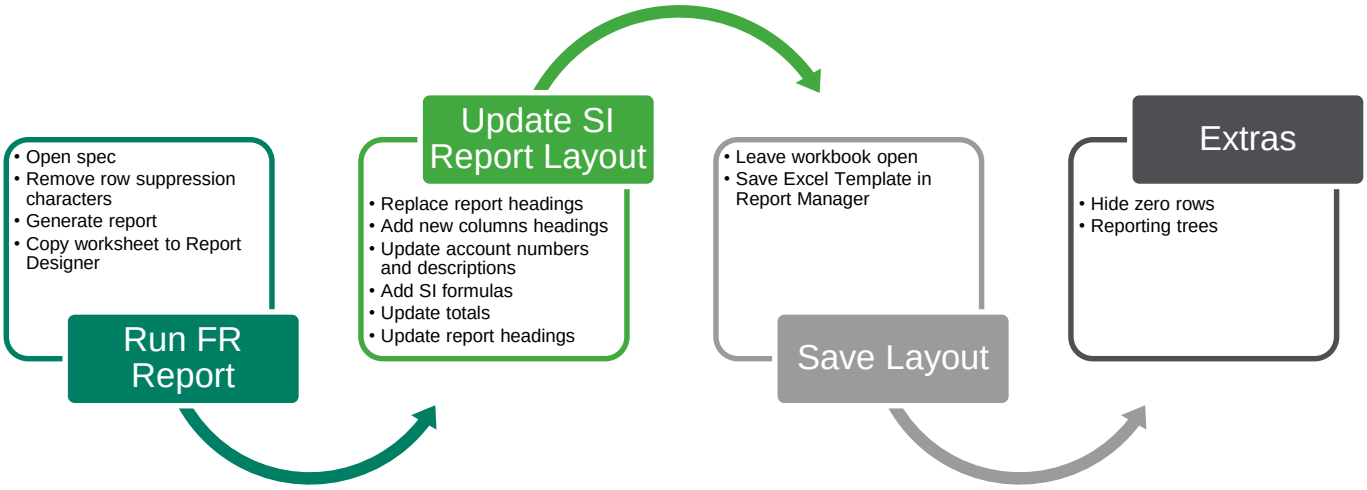
Balance Arguments for FRAMT and FRAMTA functions

Argument	Description	SI Formula	Notes
BALP	Current period	Use Closing Balance with current period.	
BALLP	Last period	If in period 1, use Closing Balance with prior year and period 12. Otherwise use Closing Balance with current period minus 1.	
BALnP	nth period	Use Closing Balance with period equal to n.	
BALnPA	n periods ago	If n is greater than or equal to current period then use Closing Balance with prior year and current period plus 12 minus n. Otherwise use Closing Balance with current period minus n.	
BALQ	Current quarter (to end)	Use Closing Balance with last period of current quarter.	Note that FR returns the balance amount up until the period you generate a report for. The same result as BALQTD.
BALQTD	Current quarter to date	Use Closing Balance with current period.	
BALnQ	nth quarter	Use Closing Balance with the last period of quarter n.	
BALnQTD	nth quarter to date	Use Closing Balance with first period of quarter n minus 1 plus current period modulo 3.	
BALS	Current half year (to end)	Use Closing Balance with last period of the current half.	Note that FR returns the balance amount up until the period you generate a report for.

			The same result as BALSTD.
BALSTD	Current half year to date	Use Closing Balance with current period.	
BALLS	Last half year	If in first half of the year, use Closing Balance with prior year and period equal to 12. If in second half of the year, use Closing Balance with period equal to 6.	
BALLSTD	Last half year to date	If in first half of the year, use Closing Balance with prior year and period equal to 6 plus current period module 6. If in second half of the year, use Closing Balance with period equal to current period modulo 6.	
BALY	Total year	Use Closing Balance with period equal to 12.	
BALYTD	Year to date	Use Closing Balance with current period.	
BALOPEN	Beginning of year	Use Opening Balance with current year.	
BALCLOSE	End of year	Use Closing Balance with closing period.	Note that FR returns the balance amount up until the period you generate a report for.
BALP.2020	Current period for 2020	Use Closing Balance with current period and year equal to 2020.	
BALP.L1	Current period for last year	Use Closing Balance with current period and current year minus 1.	
BALP.N1	Current period for next year	Use Closing Balance with current period and current year plus 1.	
QBALP	Quantity for current period	Use Quantity for each period in the range and sum the result.	

5.0 The Process of Converting Reports from FR to Sage Intelligence

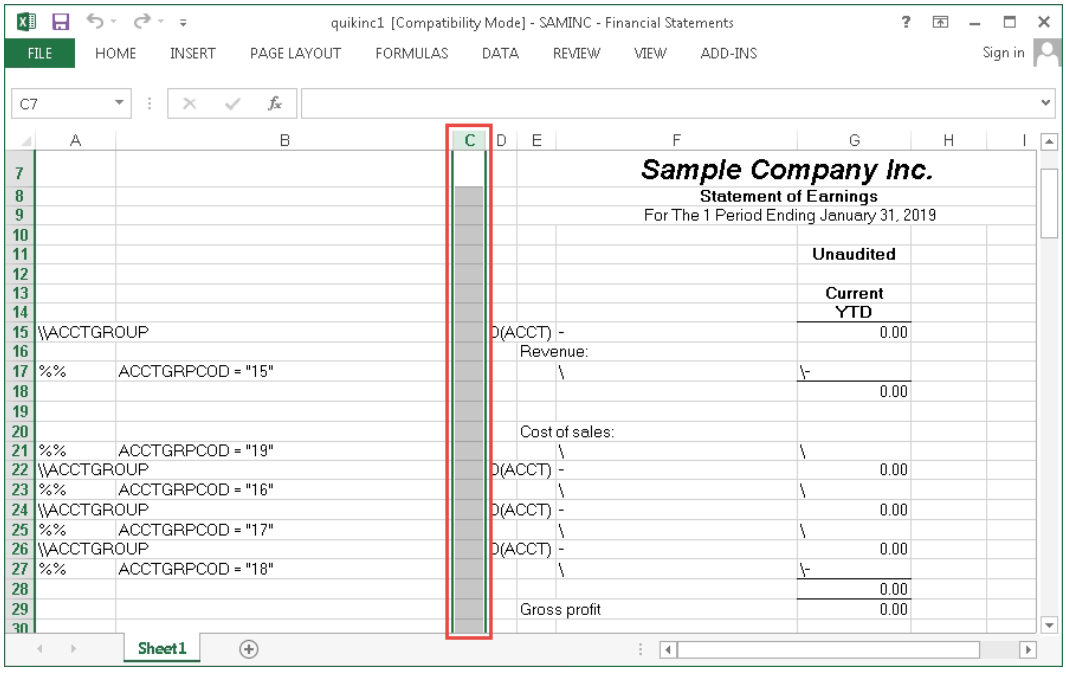
The high level process of converting FR specs can be seen in the diagram below. Each step is then dealt with in detail in the sections below.



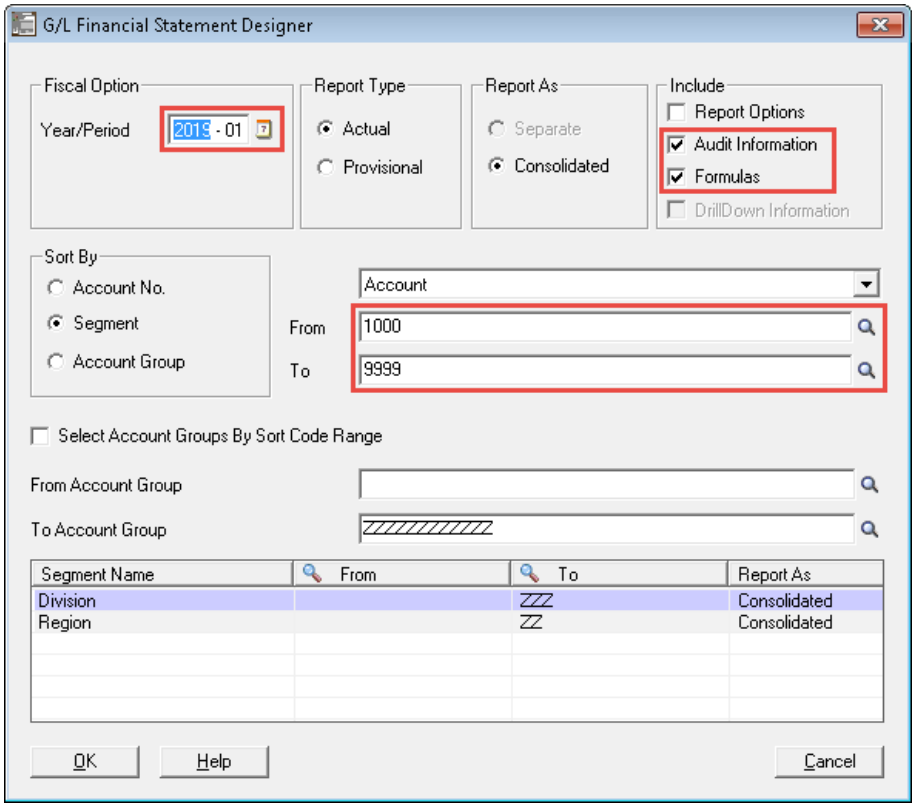
5.1 Prepare the FR Specification for Conversion

The first step is to generate an instance of the spec we want to convert to use as the basis for the conversion.

1. Open Sage 300 and sign in as ADMIN selecting SAMINC as the company
2. Open Statement Designer
3. Open the spec that you want to convert
4. Remove all row supressing characters from column C of the spec. This ensures that all accounts are displayed when the report is run

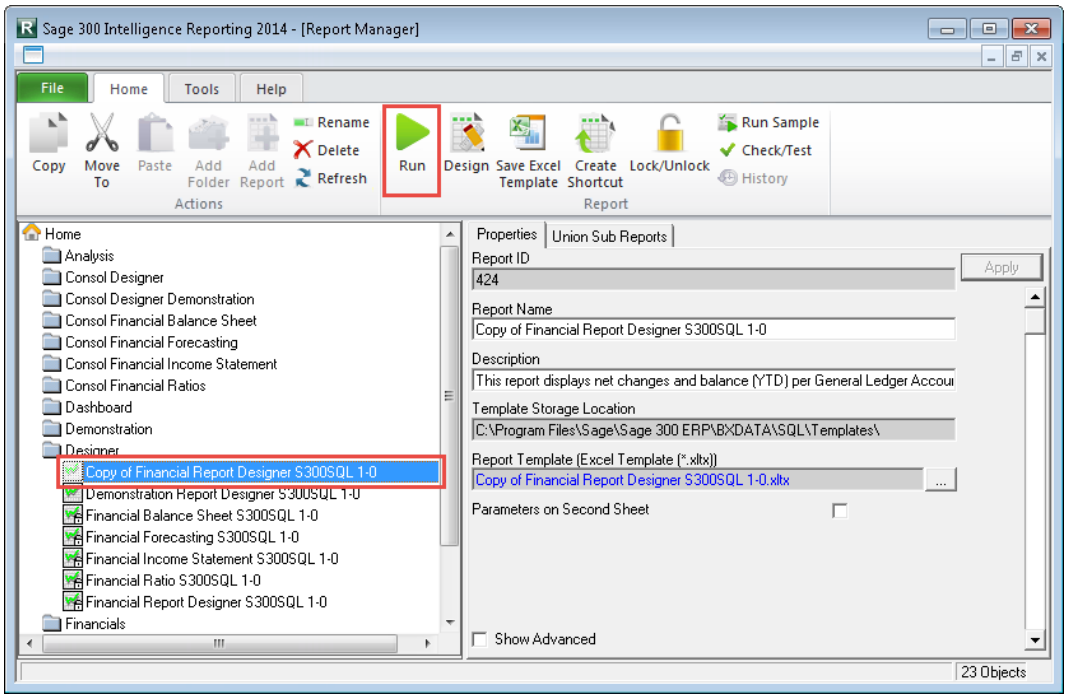


5. Run the report using **FR View**. In the options screen do the following:
   a. Select a **Year** and **Period** that contain financial data
   b. Set the **From** account to the first account in the list of accounts and the **To** account to the last. This will ensure that all accounts are taken into consideration when the report is run
   c. Check the boxes to include **Audit Information** and **Formulas**
   d. Click **OK**

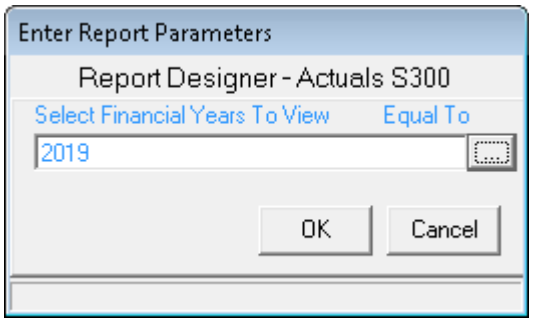


The report will run and will display below the spec area.

6. Create and run a copy of the Sage Intelligence **Financial Report Designer**. At this point we want to open the Report Designer so that we can copy the FR report we have just generated to it.
   a. Open the Report Manager
   b. Create a copy of the **Financial Report Designer**
   c. Select the copy you have made and click **Run**

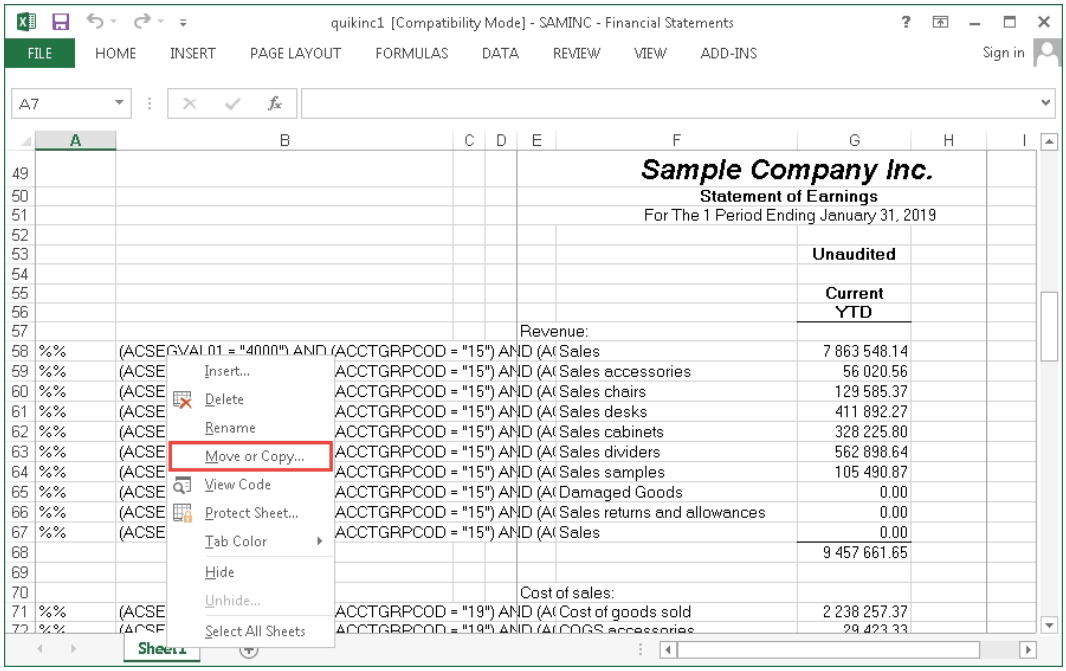


d. When selecting the **Year** parameter for the report, make sure you select the same year that you selected when running the FR report



7. Copy the spec sheet from the spec workbook to the Report Designer workbook

a. Right click on the sheet name and select **Move or Copy**. The Move or Copy dialogue will appear

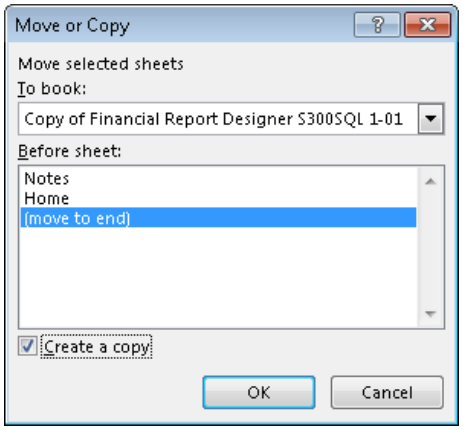


b. For **To book**, select the Report Designer workbook

c. For **Before sheets**, select **(move to end)**

d. Check **Create a copy**

e. Click **OK**



From this point on you will only be working with the Report Designer workbook.

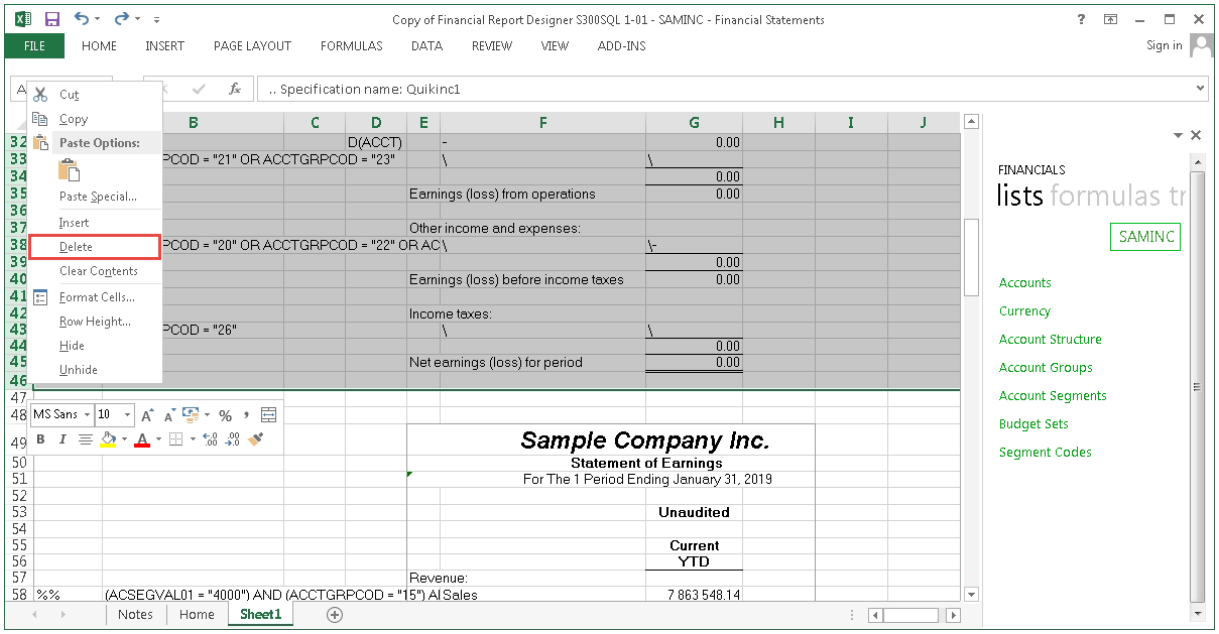
Note: It's important that you don't run the Report Designer report before you open Statement Designer as Excel will not let you copy the sheet across.

8. Delete all rows that are part of the spec range

   a. Select all rows that are part of the spec range

   b. Right click on one of the selected rows' handles

   c. Select **Delete**

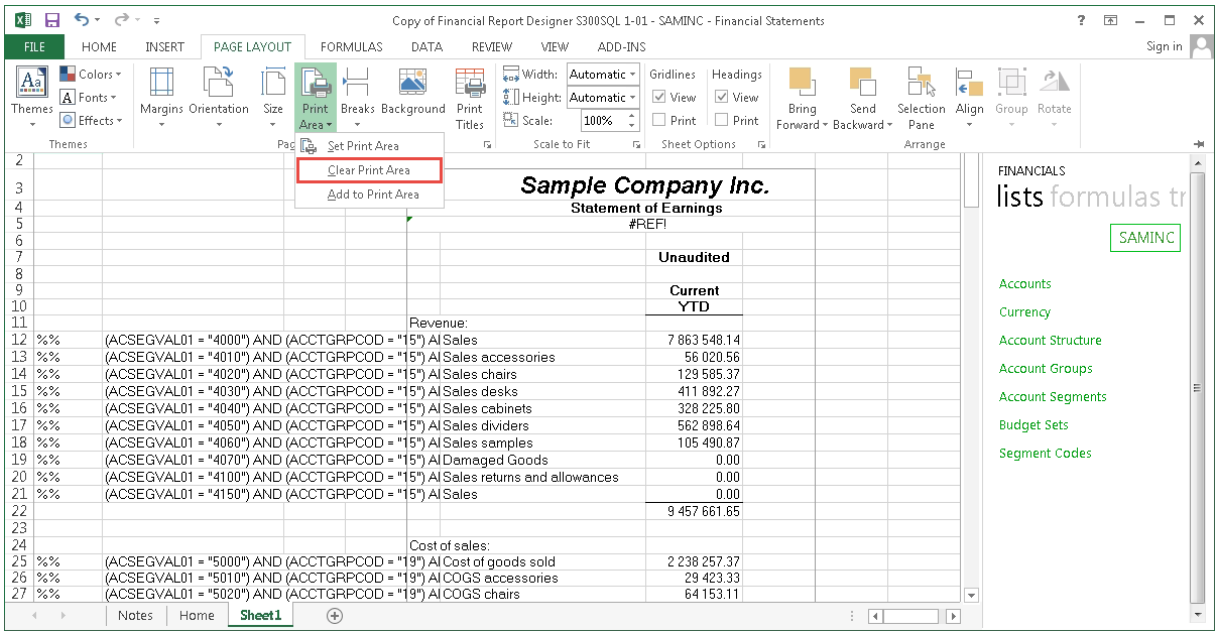


9. Lastly, clear the Print Area

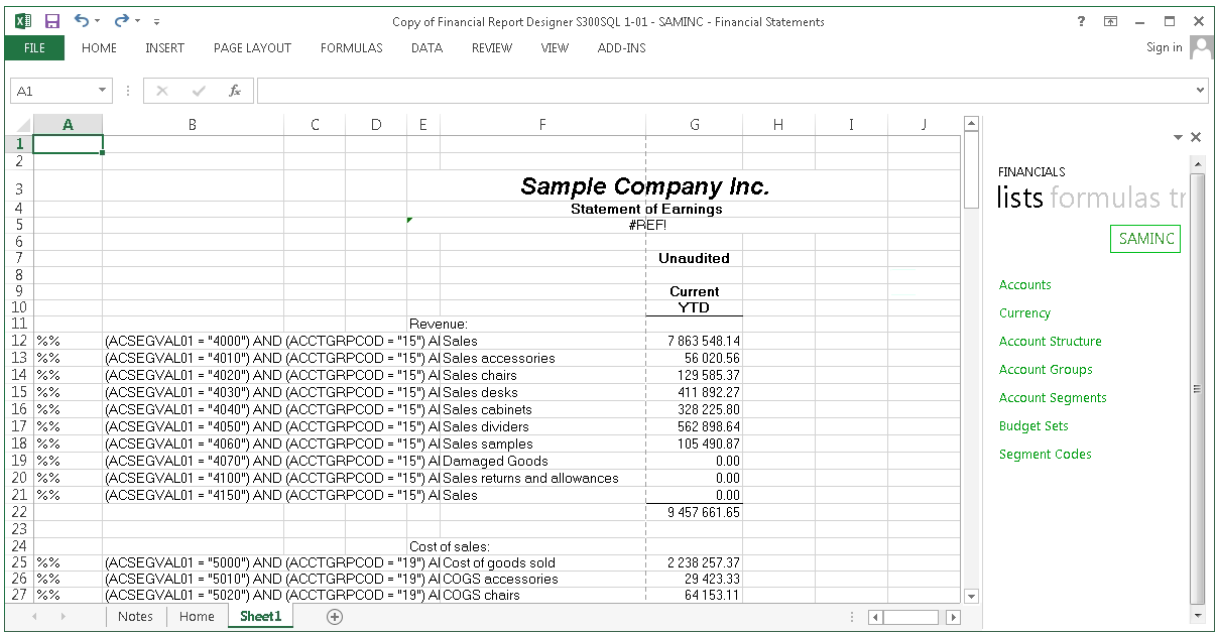
   a. Select the **Page Layout** tab on the ribbon

   b. Click the **Print Area** icon

   c. From the drop down, select **Clear Print Area**



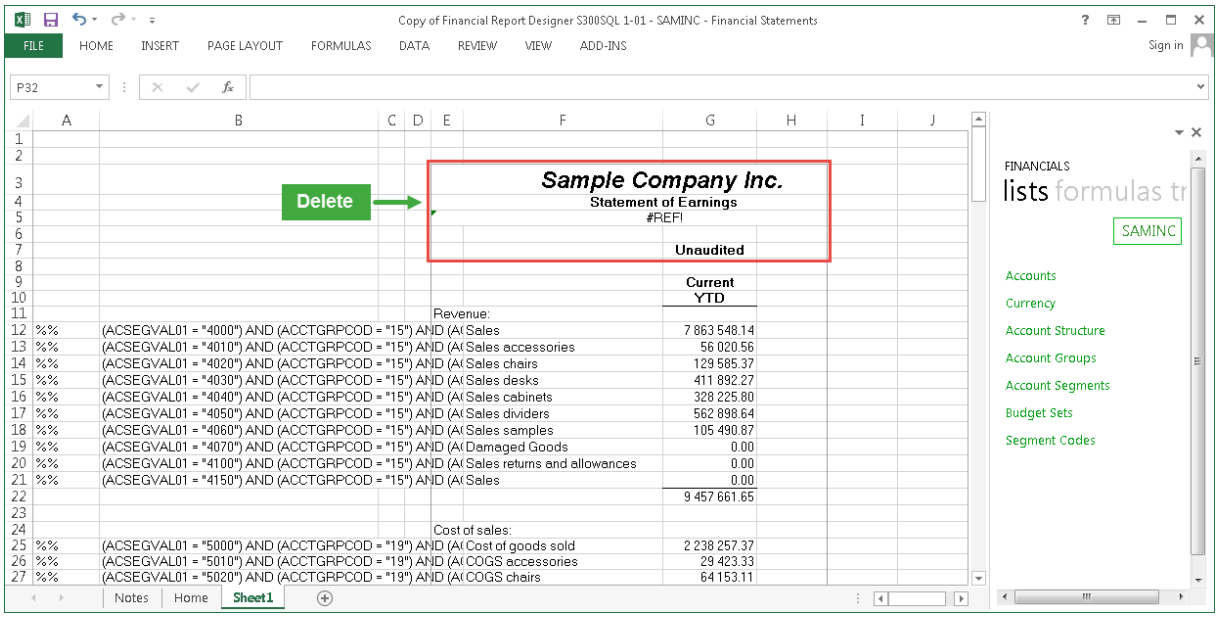
Your report will look as follows:



5.2 Update the Report

Now that the report is in the Report Designer, we can update it to make use of Sage Intelligence methods and functionality.

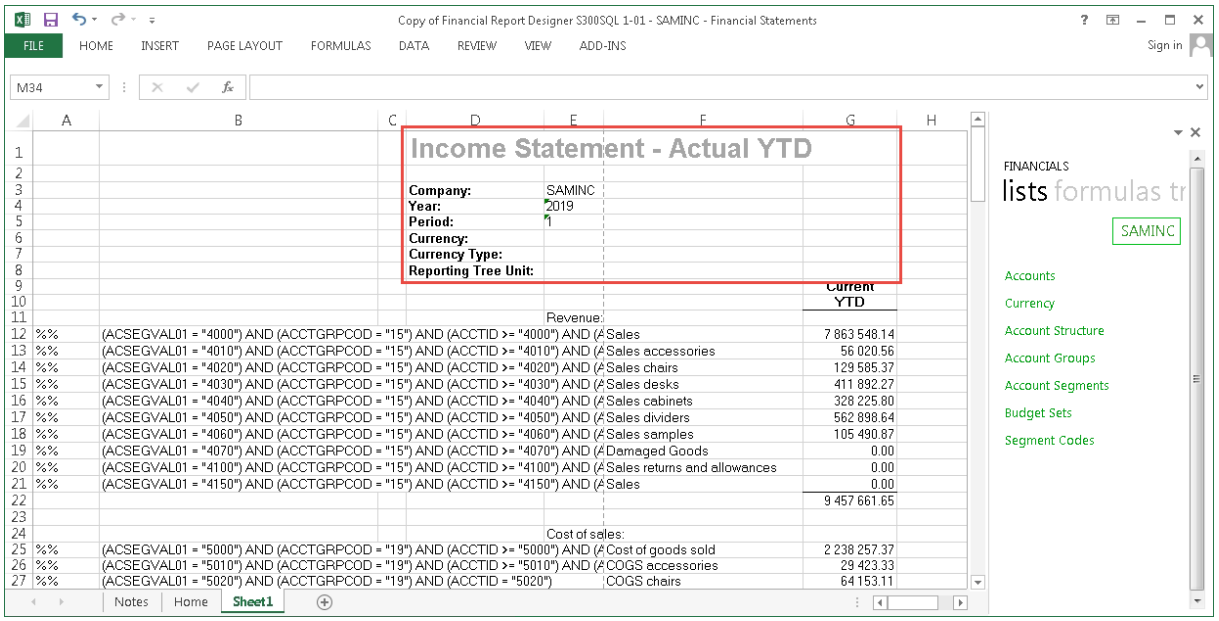
1. Replace the existing report headings with new ones
    a. Delete the existing headings



b. Add new headings to **column D** of the layout. The new headings should include a report name and the titles: **Company**, **Year**, **Period**, **Currency**, **Currency Type** and **Reporting Tree Unit**.

The information that is entered against these titles will serve as arguments for the Sage Intelligence formulas that are added to the layout.

c. Enter **SAMINC** next to **Company** and enter the same year and period you selected when running the spec report next to **Year** and **Period** respectively



Note:

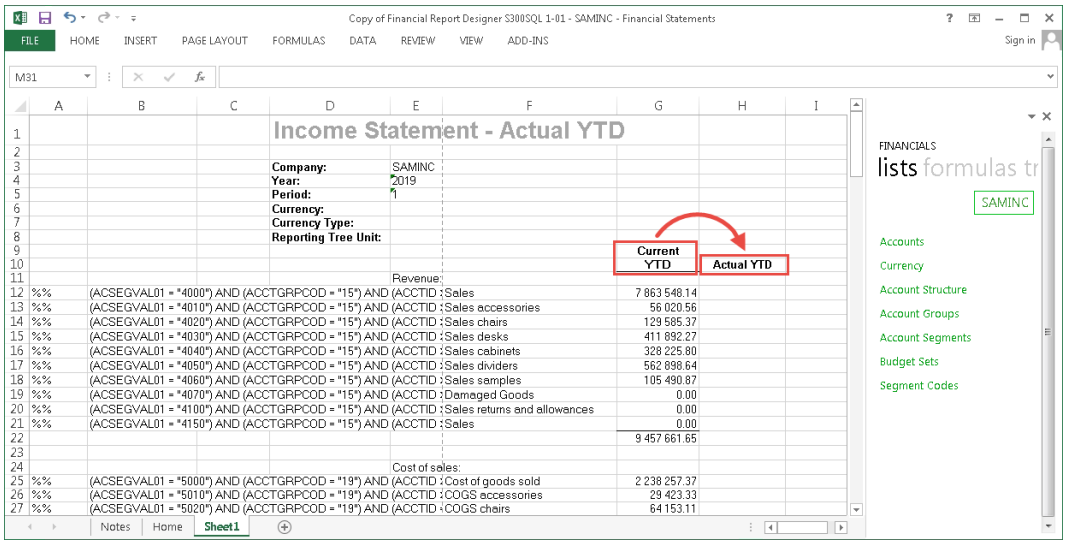
When running the Report Designer report on multicurrency data, Sage Intelligence formulas need to include the currency and the currency type to return the correct data. You don't need to add these now as SAMINC is a single currency company. We will however make space for them now and shortly reference them in the formulas that we add to the layout. This will allow the report to be used with multicurrency data in the future. If you do not intend to use the report on multicurrency data then you do not need to include them.

Similarly, we have included a field for a Reporting Tree Unit. If you later decide to add Reporting

Trees to the layout, this field will be available for you to add your Reporting Tree unit.

Sage Intelligence formulas include other arguments. These are explained in the Sage Intelligence help file. If you would like to be able to filter your data quickly by these arguments then you can also include them as report headings in your layout. You may need to add some extra rows to the layout for this.

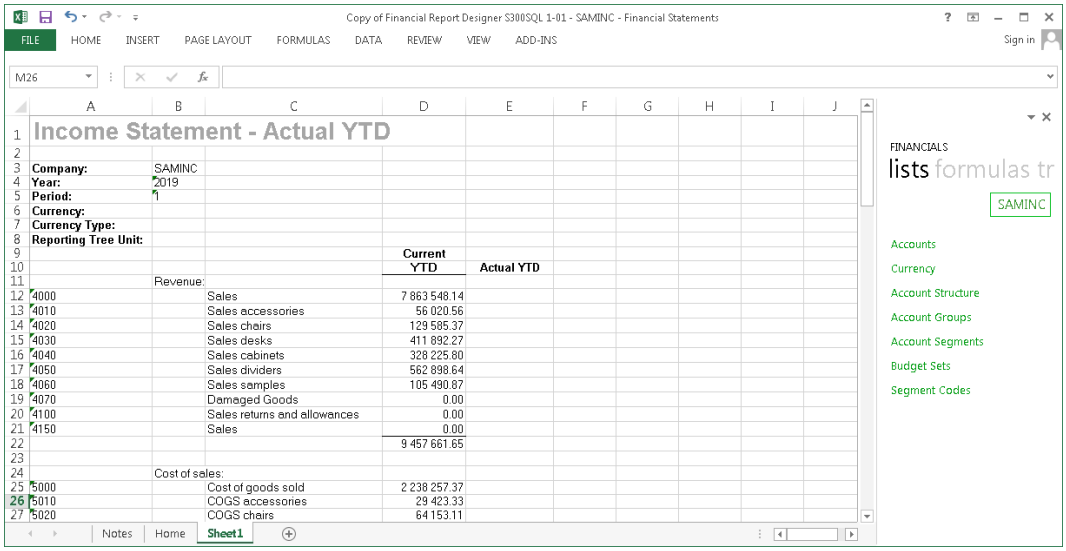
2. Add new data column headings to the report
   a. Copy the existing data column headings and paste them on the same row, to the right of current ones
   b. Change the text of the new headings if need be



3. Enter account numbers for all account rows in **column D** of the layout. These can be copied the from the **ACSEGVAL01** argument in **column B** of the layout.

Tip: To save time, use an Excel MID function in column C of the first account row to extract the account number from column B. An example of the MID function is **=MID(B12,16,4)**. Then copy the formula down to all other account rows in column C. Do a **Copy Paste Values** of the data in column C into column D. This will ensure that the account numbers in column D are static values. We will use these as the account numbers to reference in our Sage Intelligence formulas.

4. Delete **columns A**, **B** and **C** of the layout. It should now look as follows:



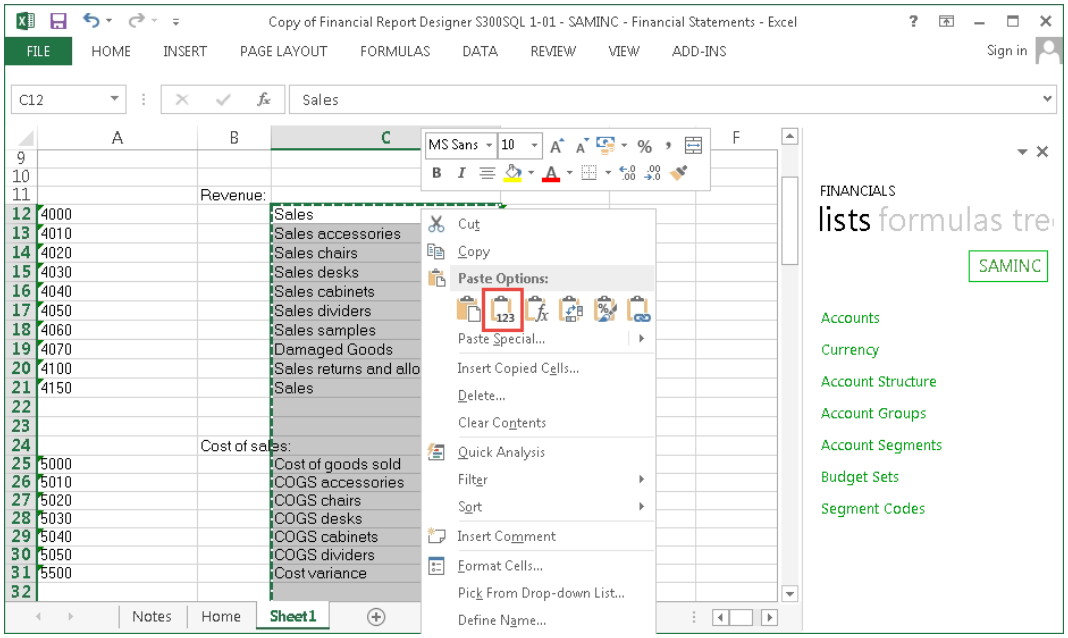
5. Replace the Account Descriptions now in column C with static values (i.e. Copy Paste Values)

   The Account Descriptions now in column C are currently derived from FR formulas which we do not want to use going forward as they will only return values while Statement Designer is open.

   a. Select all the Account Descriptions in **column C**

   b. Press **CTRL C** on your keyboard to copy the selection

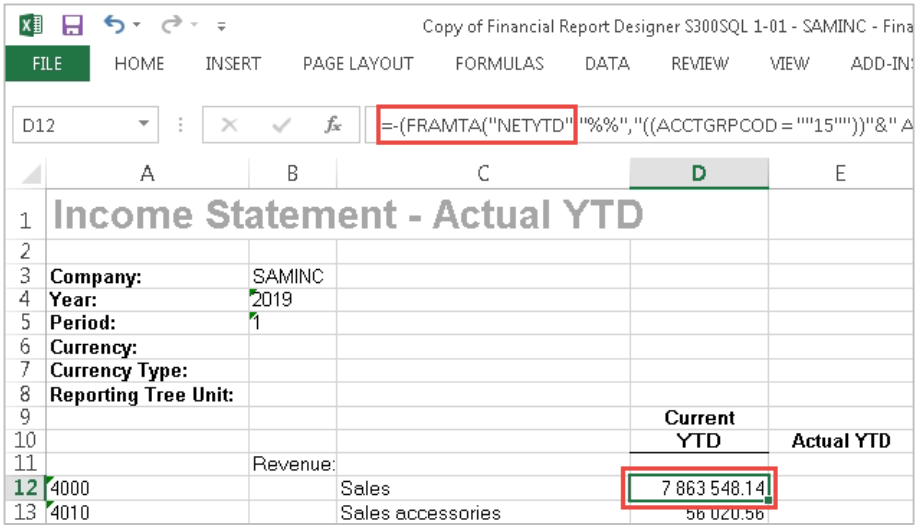
   c. Right click on the first Account Description in the selection and click **Paste Values** under **Paste Options** in the menu that appears. This will overwrite the current Account Descriptions with static values.



6. Add Sage Intelligence formula to the layout.

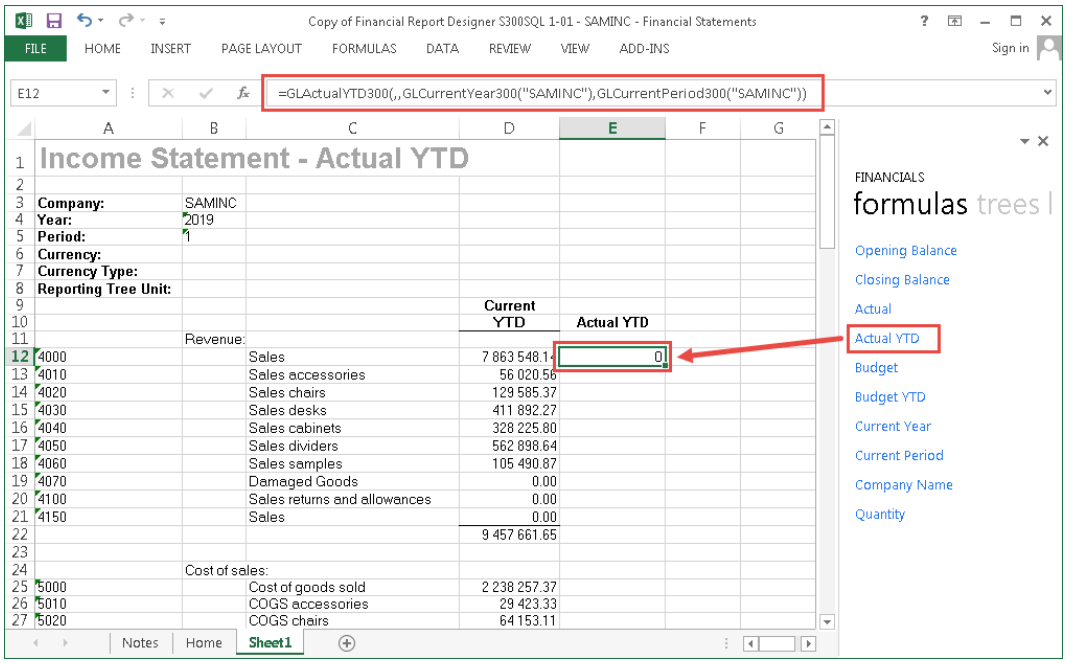
   For each new data column do the following:

   a. Check the FR formula that is used in the corresponding FR data column



   b. Look up the corresponding Sage Intelligence formula in the FR to Sage Intelligence formula translation tables provided in section 4.0 of this guide

   c. Drag the formula from the Task Pane into the appropriate cell



d. Update the function arguments of the formula using the Function Arguments window

   i. With the cell containing the formula selected, click the *fx* icon next to the formula bar. The Function Arguments window will open

   ii. Set the **Account** field to the cell of the account number in **column A** of the row. Press F4 three times to absolute reference the column

   iii. Set the **Company** field to the cell containing the value for the Company in the report headings. Press F4 once to absolute reference the cell

   iv. Set the **Year** field to the cell containing the value for the Year in the report headings. Press F4 once to absolute reference the cell

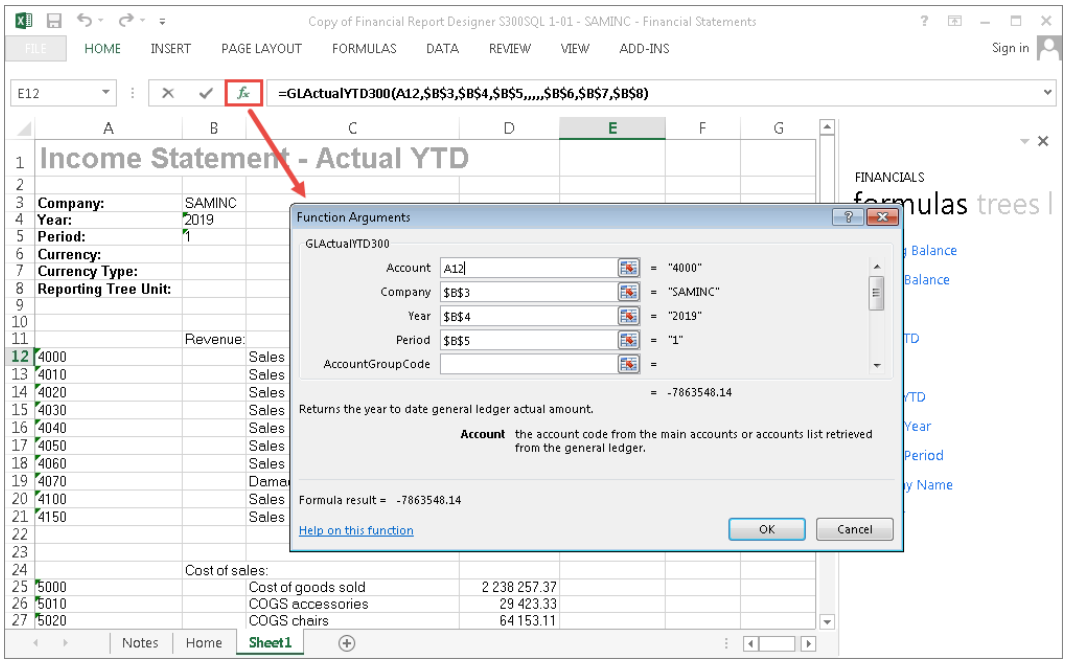
   v. Set the **Period** field to the cell containing the value for the Period in the report headings. Press F4 once to absolute reference the cell

   vi. Set the **CurrencyCode** field to the cell that will contain the value for the Currency in the report headings. Press F4 once to absolute reference the cell

   vii. Set the **CurrencyType** field to the cell that will contain the value for the Currency Type in the report headings. Press F4 once to absolute reference the cell

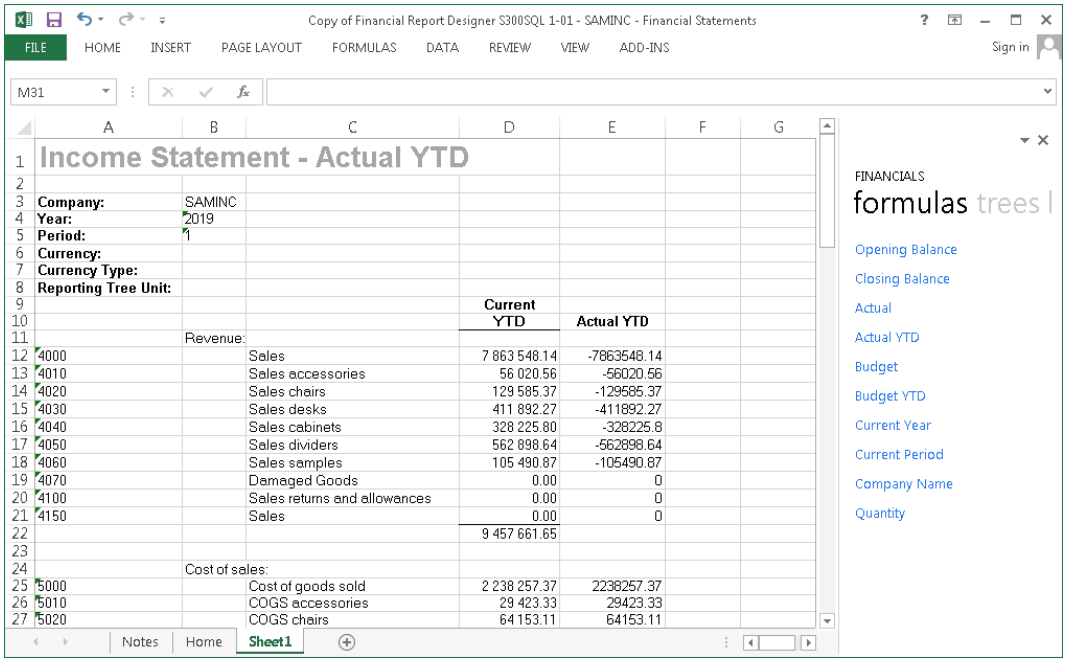
   viii. Set the **ReportTreeUnit** field to the cell containing the value for the Reporting Tree Unit in the report headings. Press F4 once to absolute reference the cell

   ix. Click **OK** to close the Function Arguments window



The formula should now pull through the correct value.

e. Copy the formula down to all account rows



Note: Although in general, a column in a spec may use a single function, there are cases where it may use several different functions. An example is an Income Statement which returns Net Year to Date figures but includes Order Inventory accounts. The general formula for the column might be FRAMTA("NETYTD") but the formulas for the Opening and Closing Inventory accounts are FRAMTA("BALOPEN") and FRAMTA("BALP") respectively. In these cases you need to take note of the FR formulas used and apply the correct Sage Intelligence formulas to the relevant account rows.

f. Copy the format of the FR data column to the Sage Intelligence data column

i. Click the column handle of the FR data column

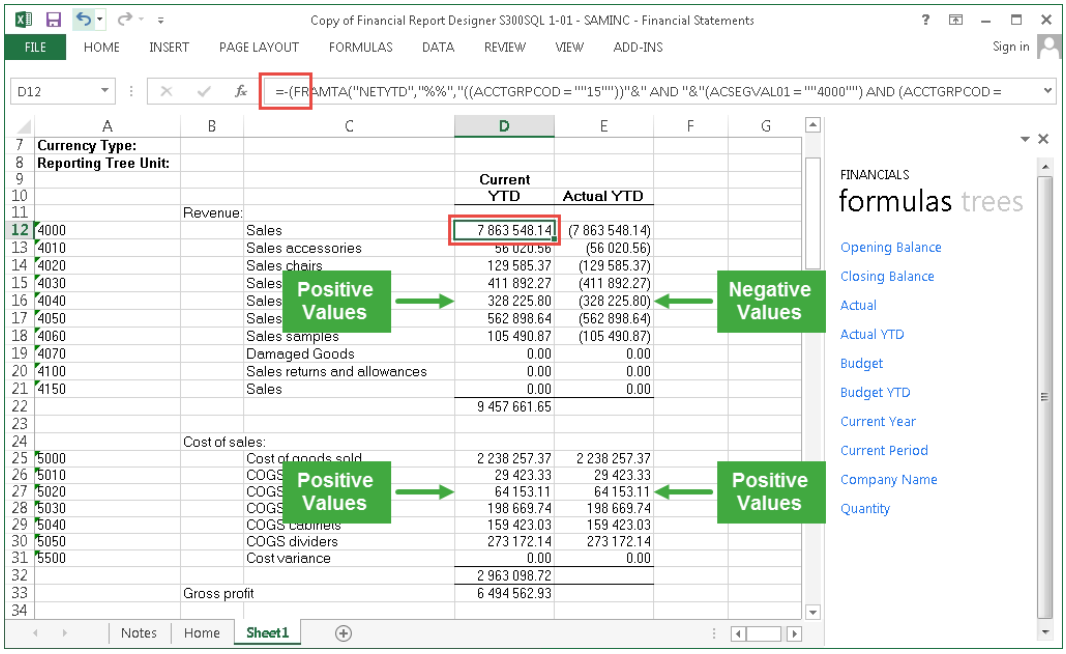
ii. Select the **Format Painter** tool from the **Home** tab on the Ribbon

iii. Click the column handle of the Sage Intelligence data column

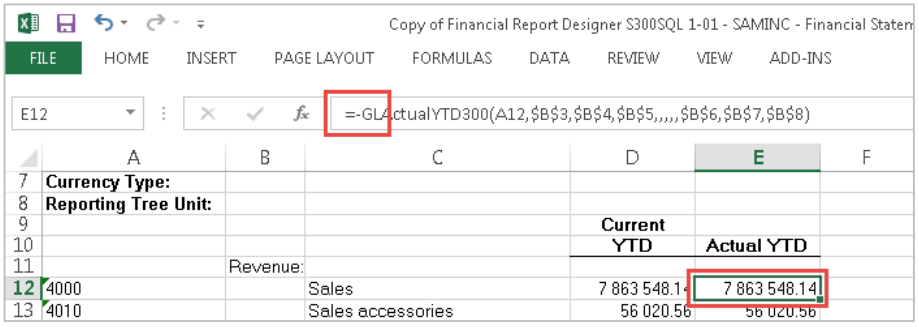
The reason for doing this is that in FR, negative numbers aren't indicated with a minus sign but rather with brackets around the number. If a Sage Intelligence formula that returns a negative number is placed in an unformatted cell, the number will show a minus sign. Copying the formatting ensures that negative values in the Sage Intelligence data column are shows with brackets around them.

7. Switch the sign of Sage Intelligence formula in relevant account rows

You may notice that some of the values in the Sage Intelligence data column display as negative numbers when they show as positive numbers in their FR counterparts and vice versa. This is because in FR, the sign for these accounts was switched using a minus sign; for example, with Revenue accounts in an Income Statement when using an FRAMTA function. This can be confirmed by checking the sign of the FR formulas in the FR data column.

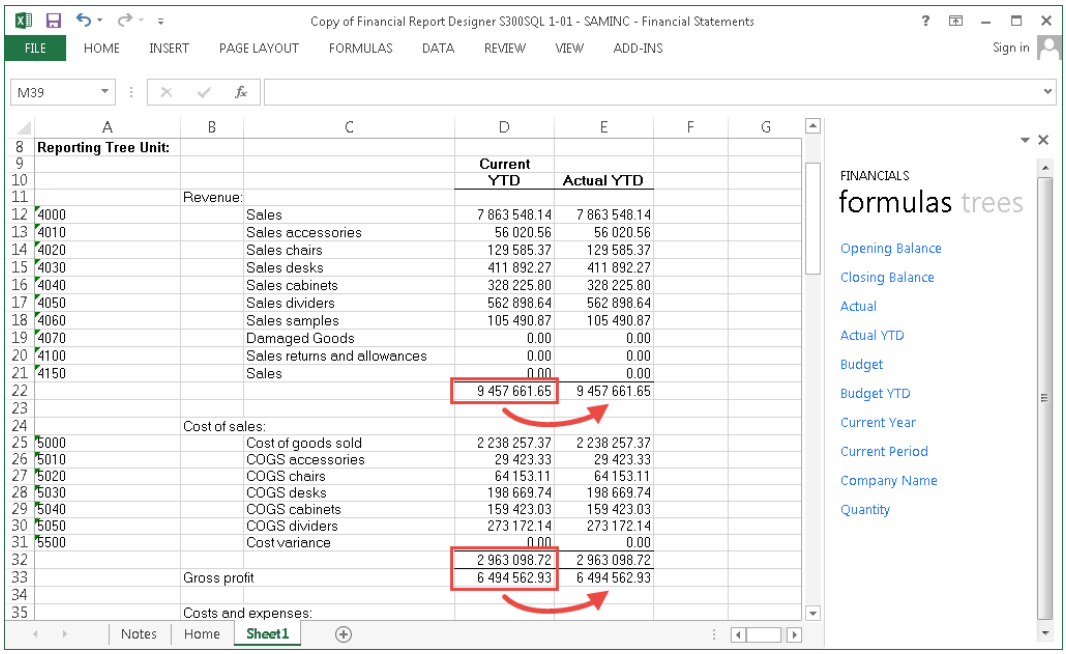


To solve this place a minus sign at the start of all Sage Intelligence formula whose sign needs to be switched.



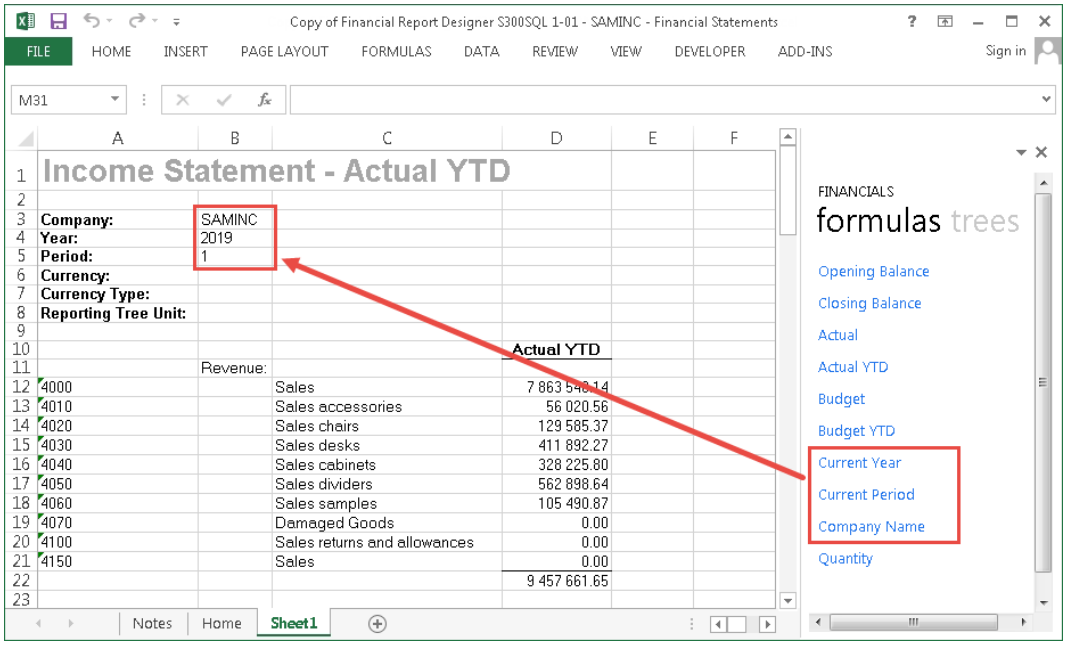
Tip: In financial statements switching the sign is usually applied to account groups, like Revenue or Other Income and Expenses, rather than specific individual accounts. When switching the sign for these groups, you can speed things up by switching the sign for one formula in the group and then copying the formula to all other rows in the group.

8. Copy the formulas of all totals from FR data columns to Sage Intelligence data columns

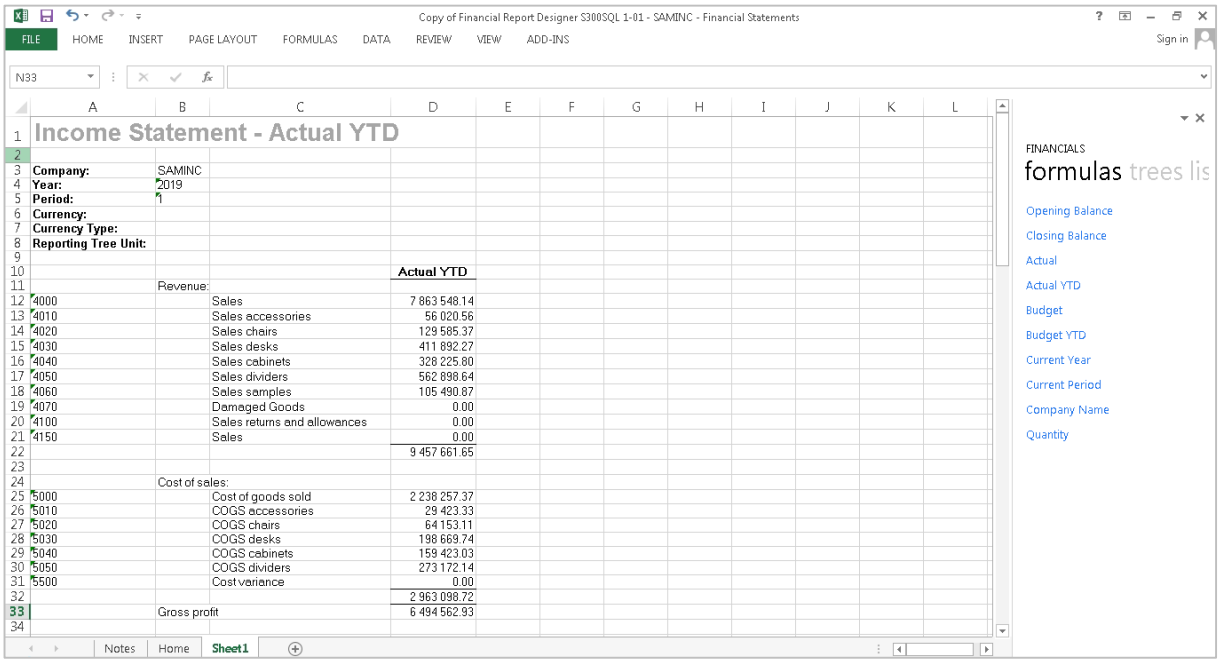


9. Delete the FR data columns from the layout

10. Drag the Company Name, Current Year and Current Period formulas to their respective fields in the report headings. This way, when you next run out your report, the data will reflect the current company, year and period



The layout should look as follows:

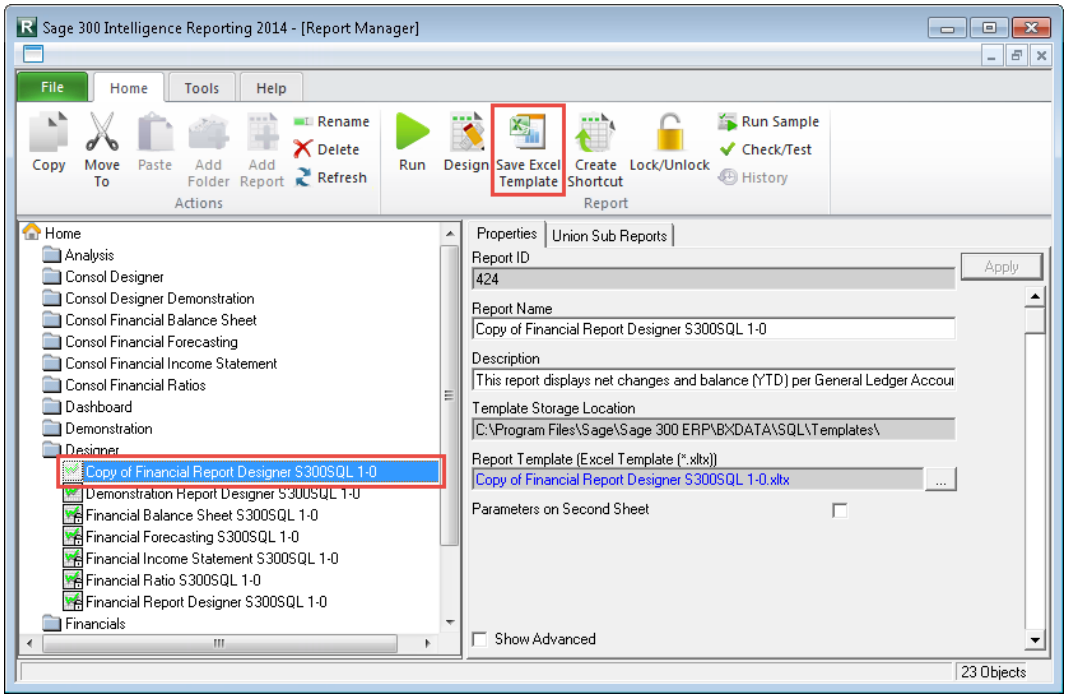


11. Add any more customisation you would like to finish off the layout

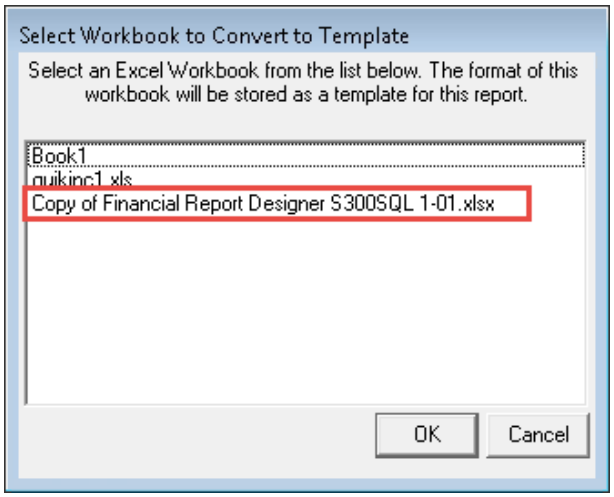
5.3 Save the Layout to the Report

The layout is now complete. The last thing to do is save it back to the copy of the Financial Report Designer you made earlier.

1. Go back to the Report Manager
2. Select the copy of the Financial Report Designer report you made
3. Click **Save Excel Template** on the **Home** tab



4. Select the **Report Designer** workbook from the list and click **OK**.



5. Enter a new name for the template in the **Specify Template Name** dialogue and click **OK**
6. If the template saves without a problem the **Completed Successfully** dialogue will appear. Click **OK** to close it
7. Rename the report in Report Manager if you'd like to give it a name that better describes the report

5.4 Extras

Now that the transfer process is complete, you may want to add some additional features to your report.

If you would like to hide or remove zero rows from your report every time it is run out then set up the ZeroingII add-in for the report. Information on the add-in can be found in the Sage Intelligence help file under **Home > Report Manager > Maintaining Reports > Add-In Functions > Add-In: ZeroingII**.

You may also want to create a reporting tree so that you can filter your layout based on the hierarchy of your business. Information on reporting trees can be found in the help file under **Home > Report Designer > Reporting Trees > What are Reporting Trees?** A number of videos can also be found on the Sage Intelligence YouTube channel. Once you've created your tree you can apply it to your layout by dragging a reporting unit into the Reporting Tree Unit field in your report headings. Because we set up the formulas to reference this cell, the values will automatically update to reflect the correct data.