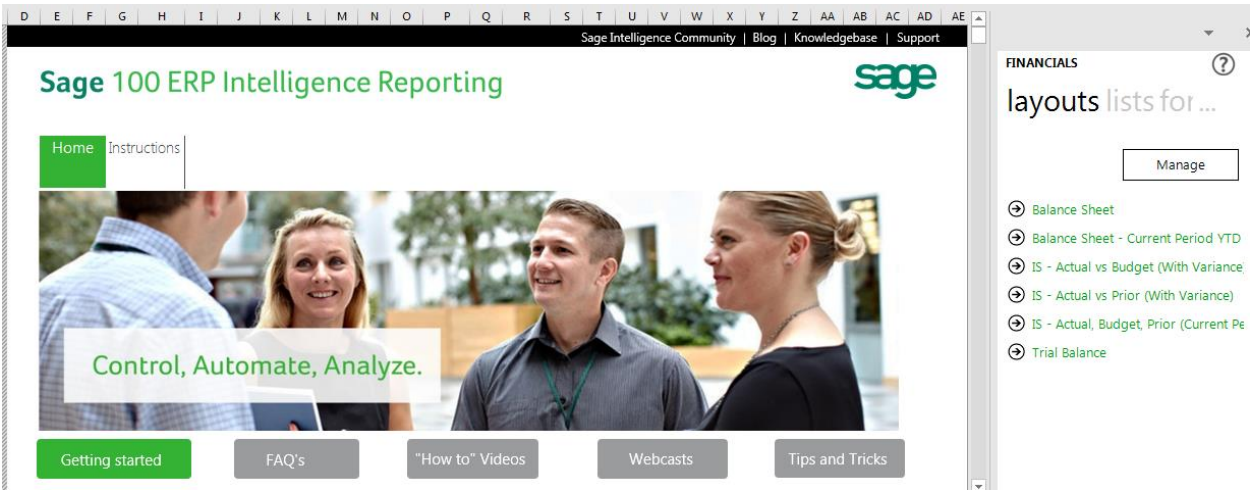


# Sage Intelligence Step-by-Step Preview

Use these step-by-step instructions to get started with Sage Intelligence on your system, with your data. If your Sage Intelligence has not been registered, please contact Vrakas / Blum Computer Consulting if you would like assistance.

1. Sage Intelligence Reporting > Reports > Report Manager or Report Viewer
2. Select one of the reports listed. For this walkthrough we'll select:
  - a. Financials > Financial Report Designer
  - b. Click: "Run"
  - c. Excel will open with this report:



3. Browse through the built-in training buttons for additional information
4. On the right-hand side, the green text includes links to several financial reports
  - a. Let's select "IS – Actual vs Prior (with Variance)"

Company	ABX	
Fiscal Year	2020	
Budget Code		
Reporting Tree Unit		
	ActualYTD Current Period	Prior ActualYTD Current Period
	Actual 01	Prior Actual 0
Revenue	6 050 252	7 652 382
Cost Of Sales	3 717 487	4 677 644
Gross Profit	2 332 765	2 974 738
Expenses	1 833 044	2 840 672
Net Income From Operations	499 721	134 066
		( 49 120)

5. Feel free to adjust the parameters in the upper-left corner, such as the year.
6. Drill Downs:
  - a. To see more detailed Revenue, Cost of Sales or Expense, click the "+" sign on the left

	7
+	52
	53
+	130
	131
	132
	133
+	285
	286

**Revenue**

**Cost Of Sales**

**Gross Profit**

**Expenses**

- b. To drill down on any of the detailed numbers:
  - i. Right-click on the number
  - ii. Select "Drill Down"

4	Reporting Tree Unit	
6		
7		
8	40000-01-000-000-000	Desk Sales:Irvine-Main
9	40000-01-000-010-000	Desk Sales:Irvine-Main-Steelcase
10	40000-02-000-000-000	Desk Sales:Atlanta-Main
11	40000-02-001-000-000	Desk Sales:Atlanta-Peach Ave.
12	40000-02-001-010-000	Desk Sales:Atlanta-Peach Ave.-Steelcase
13	40000-03-000-000-000	Desk Sales:New York-Roadway

ActualYTD Current Period	Prior ActualYTD
	853 652
	640 239

- iii. A new tab will open with the detailed posting information

	A	B	C	D	E	F	G
1	CompanyCode	AccountKey	AccountNumber	AccountDescription	FiscalYear	FiscalPeriod	Amount
2	ABX	00000001S	40000-01-000-010-01	Desk Sales:Irvine-Main	2020	1	-109350.5
3	ABX	00000001S	40000-01-000-010-01	Desk Sales:Irvine-Main	2020	2	-122510.8
4	ABX	00000001S	40000-01-000-010-01	Desk Sales:Irvine-Main	2020	4	-391353.2
5	ABX	00000001S	40000-01-000-010-01	Desk Sales:Irvine-Main	2020	5	-230437.1

- c. Feel free to edit the report and save it as your new, customized Sage Intelligence report

7. Another popular report is the Dashboard

- a. Go back to the reports menu
- b. Select: Dashboards > Dashboard Analysis 3-3
- c. Click: "Run"
- d. Enter your parameters at the prompt
- e. Click the "Dashboard" tab
- f. A sample dashboard will display
- g. This is Excel, so feel free to make this dashboard your own!



## Dashboard - American Business Expressions

#Parameter Error: Current Period End Date Not Within Fiscal Year

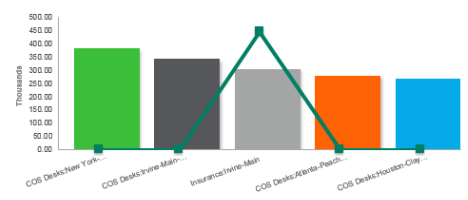
### Profit & Loss

Profit & Loss	Actual Period 5	Budget Period 5	Variance	Actual YTD	Budget YTD	Variance
Revenue	1,403,248.21		1,403,248.21	6,050,251.58	6,050,251.58	
Cost of Sales	886,682.26	508,098.78	-380,583.48	3,717,486.61	508,098.78	-3,209,387.83
<b>Gross Profit</b>	<b>514,565.95</b>	<b>-508,098.78</b>	<b>1,022,664.73</b>	<b>2,332,764.97</b>	<b>-508,098.78</b>	<b>2,840,863.75</b>
Expenses	513,347.47	2,423,787.67	1,910,440.20	1,833,043.85	2,423,787.67	590,743.82
Other Income & Expenses						
<b>Net Income before tax</b>	<b>1,218.48</b>	<b>-2,931,886.45</b>	<b>2,933,104.93</b>	<b>499,721.12</b>	<b>-2,931,886.45</b>	<b>3,431,607.57</b>

### Top 5 Expenses

Top 5 Expenses	Actual Period 5	Budget Period 5	Variance	Actual YTD	Budget YTD	Variance
COS Desks:New York-Broadway-S	105,617.01		-105,617.01	381,257.02		-381,257.02
COS Desks:Irvine-Main-Steelcase	32,174.84		-32,174.84	341,460.67		-341,460.67
Insurance:Irvine-Main	39,571.53	446,197.57	346,625.98	304,443.09	446,197.57	141,754.48
COS Desks:Atlanta-Peach Ave.-St	77,772.52		-77,772.52	278,107.43		-278,107.43
COS Desks:Houston-Clay St.-Sree	72,011.60		-72,011.60	266,766.15		-266,766.15
	<b>447,147.56</b>	<b>446,197.57</b>	<b>-949.99</b>	<b>1,572,034.36</b>	<b>446,197.57</b>	<b>-1,125,836.79</b>

### Top 5 Expenses



### Top 5 Customers By Item

8. Once complete, you can distribute the report via
  - a. Sage Intelligence automatic distribution list
  - b. Save as Excel, PDF or HTML
  - c. Upload to an FTP site

