

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

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1.0 Introduction

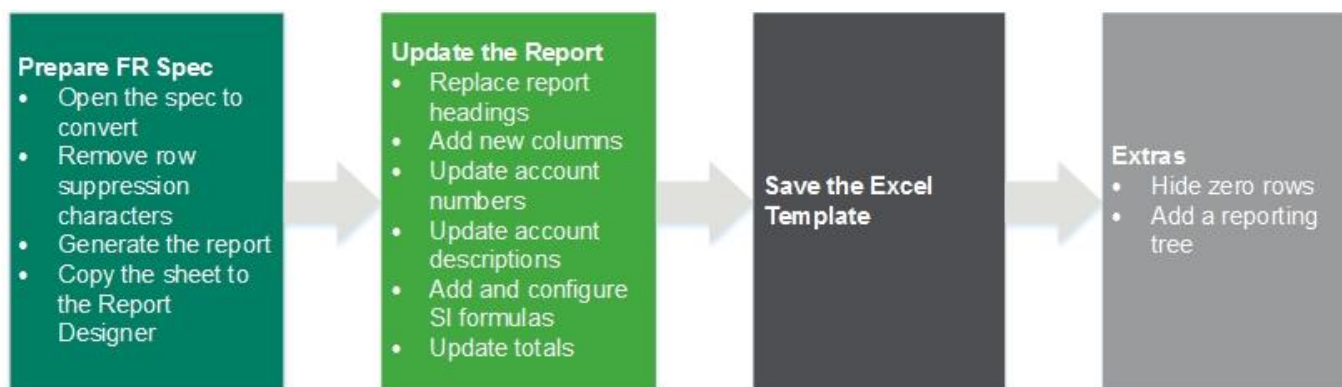
1.1 Overview

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 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:

Layout Generator - Balance Sheet

layout design row sets

Group by (none) clear

Account Row Descrip... columns

Closing Bala... Prior Closing... Spacer Closing Bala... Prior Closing... Spacer Closing Bala... Prior Closing... Spacer Closing Bala... Prior Closing... Spacer Closing Bala... Prior Closing... Spacer

Spacer Shareholders Eq... Spacer Non Current Lia... Spacer Current Liabilities Spacer Total Liabilities Spacer Total Shareholde... Spacer

layout options text columns columns rows

Company Code SAMLTD clear

Fiscal Year 2020 clear

Currency CAD clear

Currency Type Functional clear

Structure Code clear

Budget Set Code clear

Reporting Tree Unit clear

☒ Show Account Detail *Selecting this option may slow down the layout generation.*

☐ Show Subtotals at Bottom

Save Layout Help Generate

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.

Copy of Financial Report Designer S380SQL 1-01 - Excel

Company	Account Number	Account Description	Structure	C	Account Ty	Account Gr	Group	Cate	Quantity	Unit of Measure
SAMINC	1000	Petty cash	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1020	Bank account, operating	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1021	Bank account, American Express	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1022	Bank account, VISA	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1023	Bank account, Mastercard	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1025	CCB Visa	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1027	Bank account, corporate	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1030	Bank account, payroll	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1045	SEATAC Visa	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1100	Accts receivable, intercompany	ACC	B				Accounts R	Accounts	Receivable
SAMINC	1115	Accounts receivable, trade	ACC	B				Accounts R	Accounts	Receivable
SAMINC	1120	Accounts receivable, employees	ACC	B				Accounts R	Accounts	Receivable
SAMINC	1140	Accounts receivable, other	ACC	B				Accounts R	Accounts	Receivable
SAMINC	1145	Accounts receivable, retainage	ACC	B				Accounts R	Accounts	Receivable
SAMINC	1190	Allowance for doubtful accts.	ACC	B				Accounts R	Accounts	Receivable
SAMINC	1200	Investments, short term	ACC	B				Cash and C	Cash and Cash	Equivalents
SAMINC	1250	Investment, long-term	ACC	B				Other Asse	Other	Assets
SAMINC	1300	Inventory	ACC	B				Inventory	Inventory	
SAMINC	1310	Shipment Clearing	ACC	B				Inventory	Inventory	
SAMINC	1320	Inventory, assembled	ACC	B				Inventory	Inventory	
SAMINC	1330	Work in progress	ACC	B				Inventory	Inventory	
SAMINC	1340	Credit Note Clearing	ACC	B				Other Curr	Other	Current Assets
SAMINC	1400	Prepaid insurance	ACC	B				Other Curr	Other	Current Assets
SAMINC	1420	Prepaid taxes	ACC	B				Other Curr	Other	Current Assets
SAMINC	1430	Prepaid rent	ACC	B				Other Curr	Other	Current Assets

FINANCIALS
lists formulas trees
SAMINC
Accounts
Currency
Account Structure
Account Groups
Account Segments
Budget Sets
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.

Copy of Financial Report Designer S380SQL 1-01 - Excel

Income Statement - Actual vs Budget

		Actual 01	Budget 01	Var01 - ActBud	Actual 02	Budget 02	Var02 - ActBud
Company	SAMINC						
Year	2019						
Currency							
CurrType							
4000 to 4160	Revenue	9 457 662	708 000	8 749 662	1 810	708 000	(706 190)
5000 to 5051 + 5500 to 5600	Cost of Sales	2 963 099		(2 963 099)	671		(671)
	Gross Profit	6 494 563	708 000	5 786 563	1 139	708 000	(706 861)
4200 to 4240	Other Revenue	425 539		425 539			
	Total Income	6 920 102	708 000	6 212 102	1 139	708 000	(706 861)
5400 to 5450 + 6000 to 6140 + 6180	Other Expenses	5 065 659	800 000	(4 265 659)		800 000	800 000
6160	Depreciation Expenses	80 000		(80 000)			
7100 to 7200	Gains and Losses						
	Net Profit before Interest and Tax	1 774 443	(92 000)	1 866 443	1 139	(92 000)	98 139
6300 to 6320	Interest Expenses	3 000		(3 000)			

FINANCIALS
formulas trees lis
Opening Balance
Closing Balance
Actual
Actual YTD
Budget
Budget YTD
Current Year
Current Period
Company Name
Quantity

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.

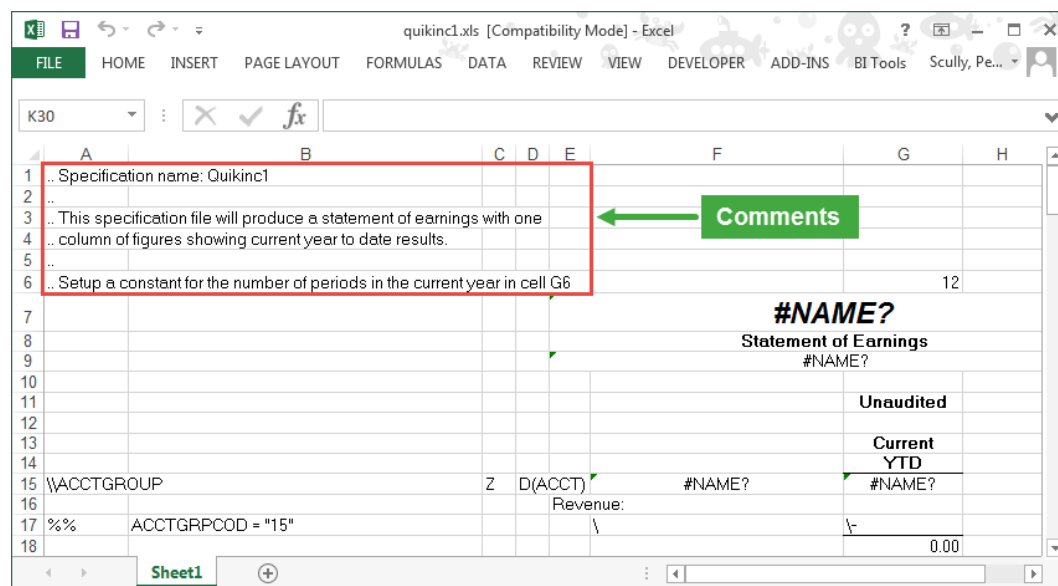
Income Statement - Actual vs Prior						
Company	SAMLTD					
Year	2019					
Currency	CAD					
CurrType	F					
ReportingTreeUnitPath	DEMO>SAMLTD>COMMERCIAL>EASTERN					
	Actual 01	Prior Actual 01	Actual 02	Prior Actual 02		
4000 to 4160	Revenue	2 069	2 069	2 959		
5000 to 5051 + 5500 to 5600	Cost of Sales	1 118	(1 118)	766		
	Gross Profit	952	952	2 193		
4200 to 4240	Other Revenue					
	Total Income	952	952	2 193		
5400 to 5450 + 6000 to 6140 + 6180 to 6280	Other Expenses					
6160	Depreciation Expenses					
7100 to 7200	Gains and Losses					
	Net Profit before Interest and Tax	952	952	2 193		

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

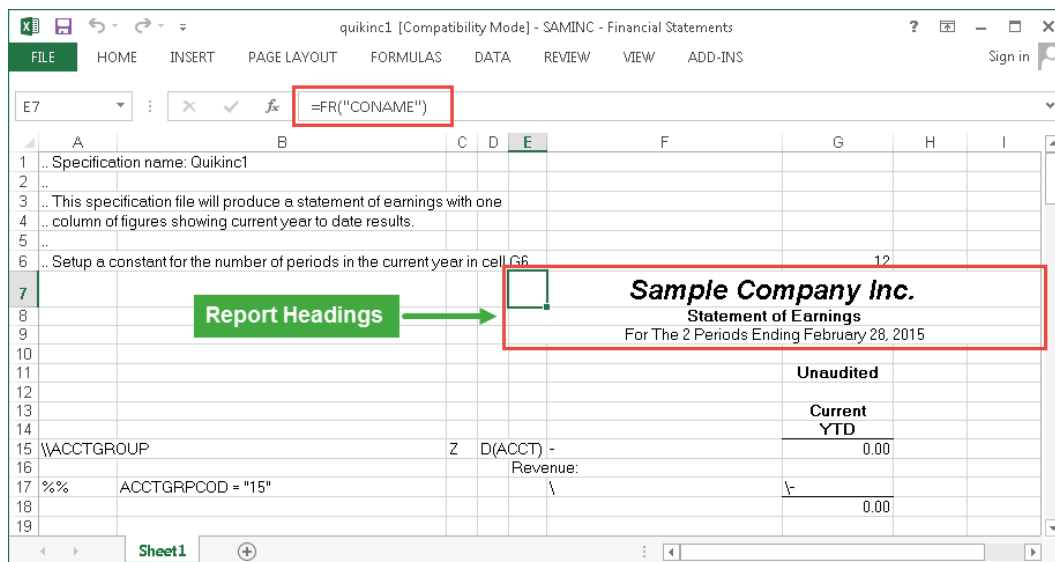
In FR, any text entered in column A beginning with '..' is treated as a comment and is excluded from the report when it is run. It is therefore excluded from the print area and will not show when the report is printed.



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.

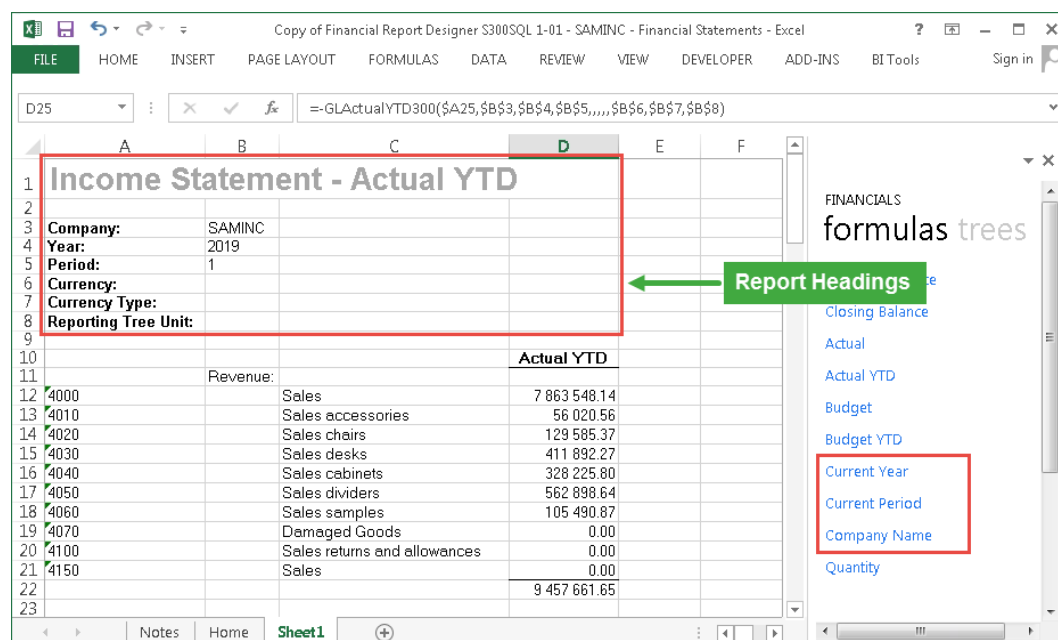
3.2 Report Headings

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.

Sample Company Inc.			
Statement of Earnings			
For The 2 Periods Ending February 28, 2015			
			Unaudited
			Current YTD
15	\\ACCTGROUP	Z D(ACCT) -	0.00
16		Revenue:	
17	%% ACCTGRPCOD = "15"		0.00
18			
19		Cost of sales:	
20			
21	%% ACCTGRPCOD = "19"		0.00
22	\\ACCTGROUP	Z D(ACCT) -	0.00
23	%% ACCTGRPCOD = "16"		0.00
24	\\ACCTGROUP	Z D(ACCT) -	0.00
25	%% ACCTGRPCOD = "17"		

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.

Income Statement - Actual YTD			
Company: SAMINC			
Year: 2019			
Period: 1			
Currency:			
Currency Type:			
Reporting Tree Unit:			
			Actual YTD
11	Revenue:		
12	4000 Sales	7 863 548.14	
13	4010 Sales accessories	56 020.56	
14	4020 Sales chairs	129 585.37	
15	4030 Sales desks	411 892.27	
16	4040 Sales cabinets	328 225.80	
17	4050 Sales dividers	562 898.64	
18	4060 Sales samples	105 490.87	
19	4070 Damaged Goods	0.00	
20	4100 Sales returns and allowances	0.00	
21	4150 Sales	0.00	
22		9 457 661.65	

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.

Row	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
7						Sample Company Inc.				
8						Statement of Earnings				
9						For The 2 Periods Ending February 28, 2015				
14								Unaudited		
15								Current YTD		
16	WACCTGROUP		Z	D(ACCT) -				0.00		
17	%%	ACCTGRPCOD = "15"		Revenue:				0.00		
18										
19										
20										
21	%%	ACCTGRPCOD = "19"		Cost of sales:						
22	WACCTGROUP		Z	D(ACCT) -				0.00		
23	%%	ACCTGRPCOD = "16"								
24	WACCTGROUP		Z	D(ACCT) -				0.00		
25	%%	ACCTGRPCOD = "17"								

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.

Row	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L
6												
7												
8												
9												
10												
11												
12	4000	Revenue:		Actual YTD								
13	4010	Sales		7 863 548.14								
14	4010	Sales accessories		56 020.56								
15	4020	Sales chairs		129 585.37								
16	4030	Sales desks		411 892.27								
17	4040	Sales cabinets		329 225.80								
18	4050	Sales dividers		562 898.64								
19	4060	Sales samples		105 490.87								
20	4070	Damaged Goods		0.00								
21	4100	Sales returns and allowances		0.00								
22	4150	Sales		9 457 661.65								
23												
24		Cost of sales:										
25	5000	Cost of goods sold		2 238 257.37								
26	5010	COGS accessories		29 423.33								
27	5020	COGS chairs		64 153.11								
28	5030	COGS desks		198 669.74								
29	5040	COGS cabinets		159 423.03								
30	5050	COGS dividers		273 172.14								
31	5500	Cost variance		0.00								
32				2 963 098.72								
33		Gross profit		6 494 562.93								
34												
35		Costs and expenses:										
36	6260	Equipment lease or rent		23 238.80								
37	6560	Rent office		990 648.44								
38	6040	Depreciation of leasehold		0.00								
39	6060	Depreciation of org. costs		0.00								

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.

Sample Company Inc.
Statement of Earnings
 For The 2 Periods Ending February 28, 2015

		Unaudited
		Current YTD
15	\\ACCTGROUP Z D(ACCT) - Revenue:	0.00
16	%% ACCTGRPCOD = "15"	0.00
17	\\ACCTGROUP Z D(ACCT) - Cost of sales:	0.00
18	%% ACCTGRPCOD = "19"	0.00
19	\\ACCTGROUP Z D(ACCT) -	0.00
20	%% ACCTGRPCOD = "16"	0.00
21	\\ACCTGROUP Z D(ACCT) -	0.00

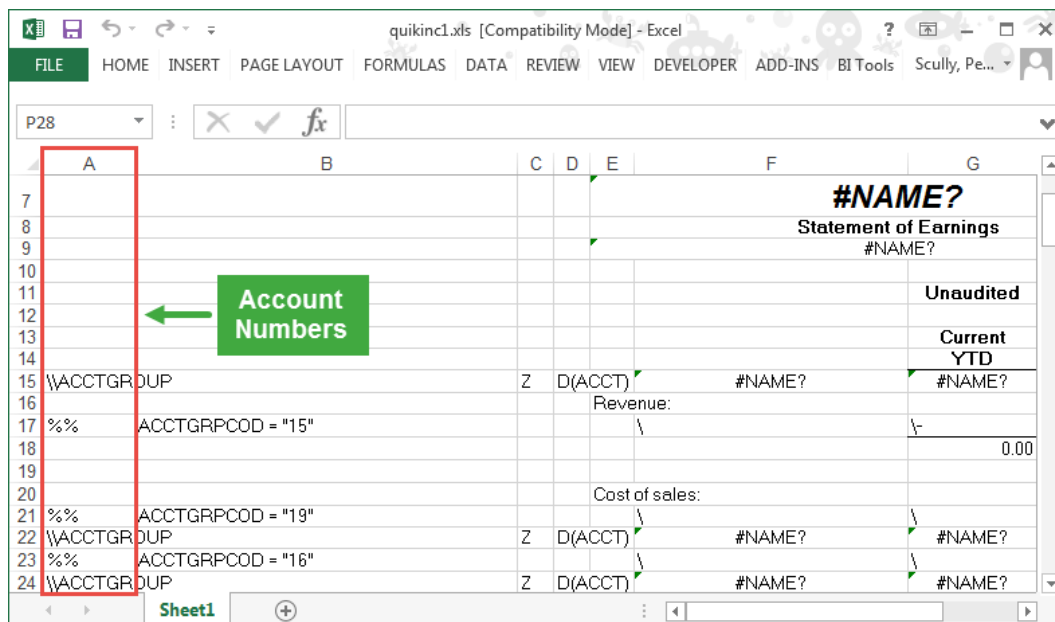
Account rows in Sage Intelligence can be created by typing the necessary arguments and text into a row or by dragging lists and formulas into the layout and editing them. There are no reserved rows or columns so the layout you create is the end result. If there is information in your layout that is required 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.

Income Statement - Actual YTD

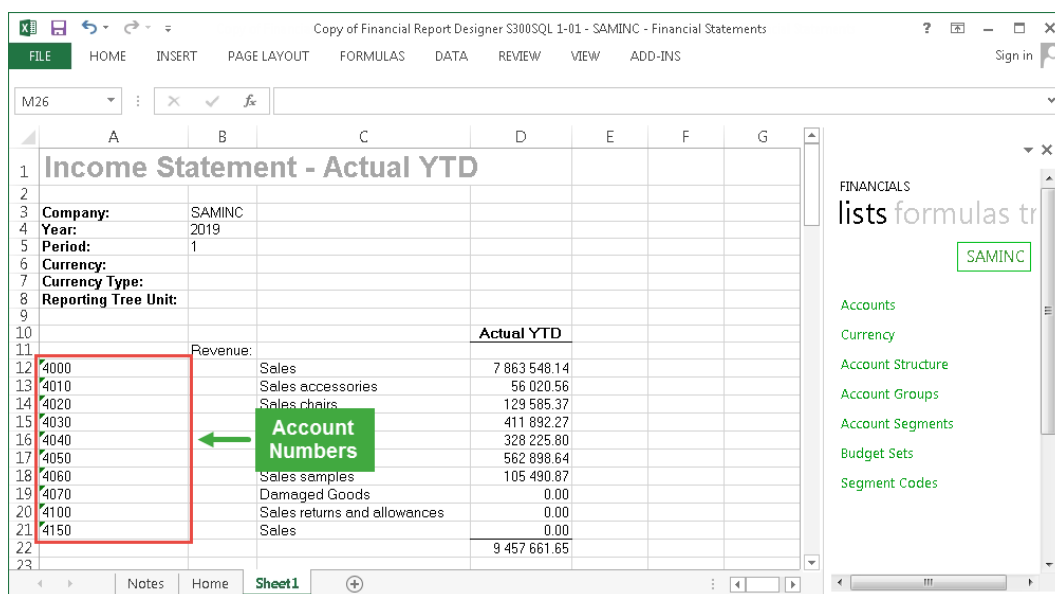
		Actual YTD
12	4000 Sales	7 863 548.14
13	4010 Sales accessories	56 020.56
14	4020 Sales chairs	129 585.37
15	4030 Sales desks	411 892.27
16	4040 Sales cabinets	328 225.80
17	4050 Sales dividers	562 898.64
18	4060 Sales samples	105 490.87
19	4070 Damaged Goods	0.00
20	4100 Sales returns and allowances	0.00
21	4150 Sales	0.00
22		9 457 661.65

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.

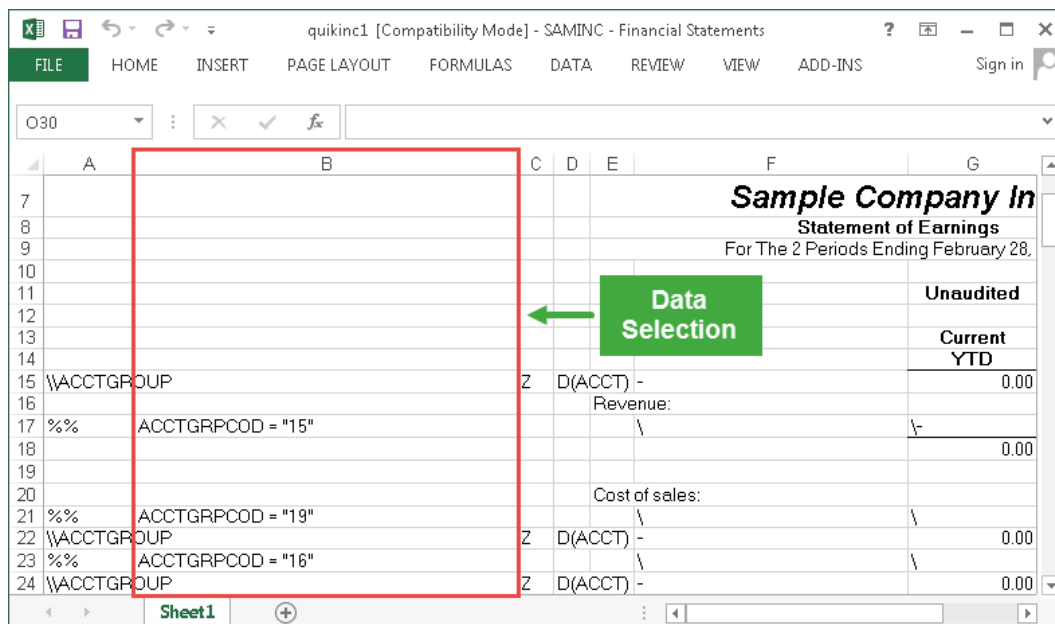


In Sage Intelligence, account numbers or other account information, like account group codes for example, can be typed into a cell or can be obtain by dragging the appropriate list into your layout. Sage Intelligence allows for ranges, wildcards and mathematical functions to be used to group account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

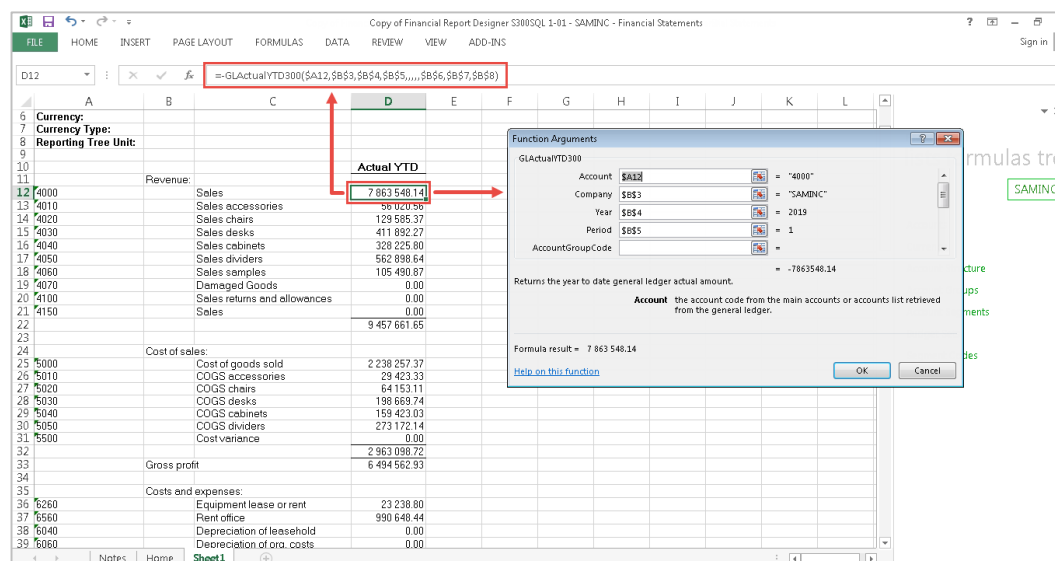


3.7 Data Selection

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.

quikinc1 [Compatibility Mode] - SAMINC - Financial Statements

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS Sign in

O30

A B C D E F G

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

Sheet1

Sample Company Inc
Statement of Earnings
For The 2 Periods Ending February 28,

Unaudited

Current YTD

0.00

Revenue:

0.00

Cost of sales:

0.00

0.00

0.00

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.

quikinc1 [Compatibility Mode] - SAMINC - Financial Statements

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS Sign in

O30

A B C D E F G

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

Sheet1

Sample Company Inc
Statement of Earnings
For The 2 Periods Ending February 28,

Unaudited

Current YTD

0.00

Revenue:

0.00

Cost of sales:

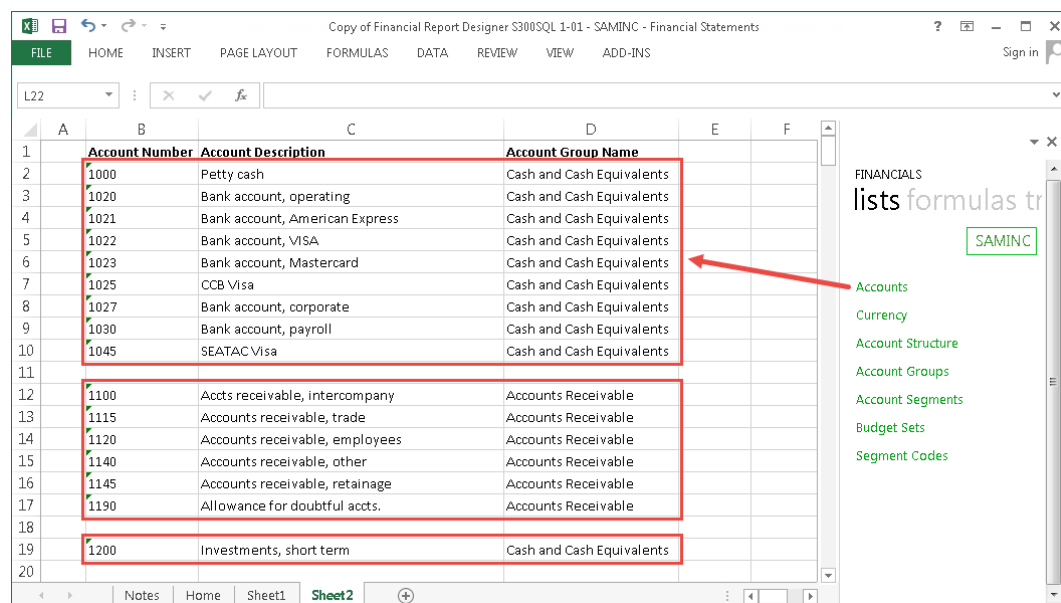
0.00

0.00

0.00

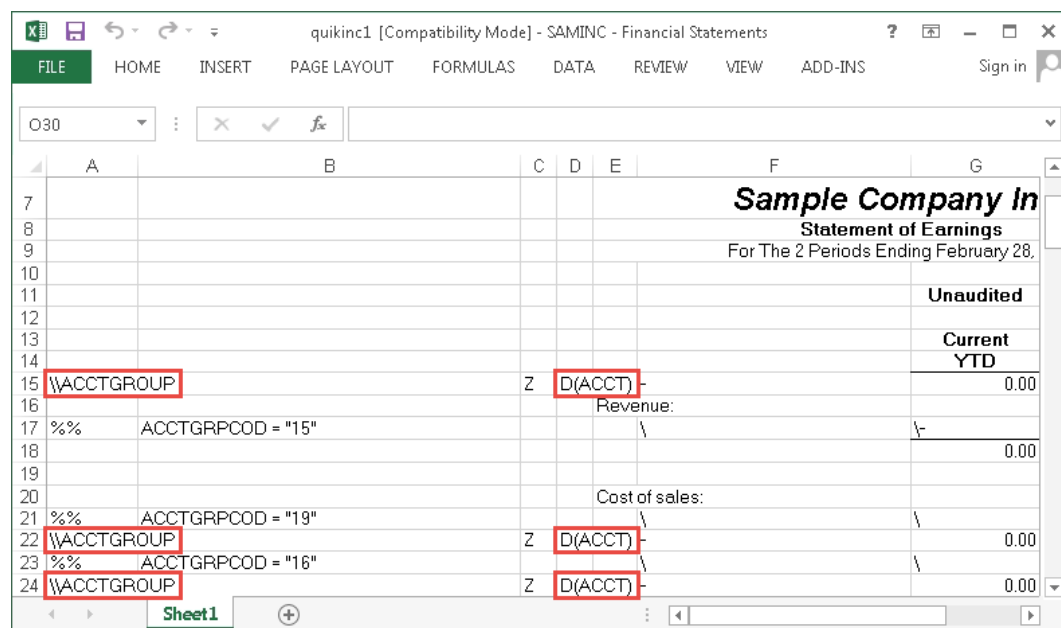
Sage Intelligence doesn't currently have dynamic account ranges when using the Task Pane to design layouts (this is provided for in the Layout Generator through the Show Account Detail option). In other words, account groups can be created using ranges, wildcards and mathematical functions, but there 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.

The screenshot shows an Excel spreadsheet titled "quikinc1 [Compatibility Mode] - SAMINC - Financial Statements". The formula bar at the top displays `=FRACCT("ACCTDESC")`. The spreadsheet content includes a header for "Sample Company Inc. Statement of Earnings For The 2 Periods Ending February 28, 2015". Below this, there is a table with columns for account groups, descriptions, and values. A green box labeled "Account Descriptions" with an arrow points to a list of accounts. The list includes:

Account Group	Description	Value
15	Revenue:	0.00
16		0.00
17	Cost of sales:	0.00
18		0.00
19		0.00
20		0.00
21		0.00
22		0.00
23		0.00
24		0.00
25		0.00
26		0.00
27		0.00

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.

Company	Account Number	Account Description	Structure Code	Account Type	Account Group Name	Group Category Description
SAMINC	1000	Petty cash	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1020	Bank account, operating	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1021	Bank account, American Express	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1022	Bank account, VISA	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1023	Bank account, Mastercard	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1025	CCB Visa	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1027	Bank account, corporate	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1030	Bank account, payroll	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1045	SEATAC Visa	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1100	Accts receivable, intercompany	ACC	B	Accounts Receivable	Accounts Receivable
SAMINC	1115	Accounts receivable, trade	ACC	B	Accounts Receivable	Accounts Receivable
SAMINC	1120	Accounts receivable, employees	ACC	B	Accounts Receivable	Accounts Receivable
SAMINC	1140	Accounts receivable, other	ACC	B	Accounts Receivable	Accounts Receivable
SAMINC	1145	Accounts receivable, retainage	ACC	B	Accounts Receivable	Accounts Receivable
SAMINC	1190	Allowance for doubtful accts.	ACC	B	Accounts Receivable	Accounts Receivable
SAMINC	1200	Investments, short term	ACC	B	Cash and Cash Equivalents	Cash and Cash Equivalents
SAMINC	1250	Investment, long-term	ACC	B	Other Assets	Other Assets
SAMINC	1300	Inventory	ACC	B	Inventory	Inventory
SAMINC	1310	Shipment Clearing	ACC	B	Inventory	Inventory
SAMINC	1320	Inventory, assembled	ACC	B	Inventory	Inventory
SAMINC	1390	Work in progress	ACC	B	Inventory	Inventory
SAMINC	1340	Credit Note Clearing	ACC	B	Other Current Assets	Other Current Assets
SAMINC	1400	Prepaid insurance	ACC	B	Other Current Assets	Other Current Assets
SAMINC	1420	Prepaid taxes	ACC	B	Other Current Assets	Other Current Assets
SAMINC	1430	Prepaid rent	ACC	B	Other Current Assets	Other Current Assets

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.

Sample Company Inc.			
Statement of Earnings			
For The 2 Periods Ending February 28, 2015			
		Unaudited	
		Current YTD	
15	\\ACCTGROUP	Z D(ACCT) - Revenue:	0.00
16			
17	%% ACCTGRPCOD = "15"		0.00
18			
19			
20		Cost of sales:	
21	%% ACCTGRPCOD = "19"		0.00
22	\\ACCTGROUP	Z D(ACCT) -	0.00
23	%% ACCTGRPCOD = "16"		0.00
24	\\ACCTGROUP	Z D(ACCT) -	0.00

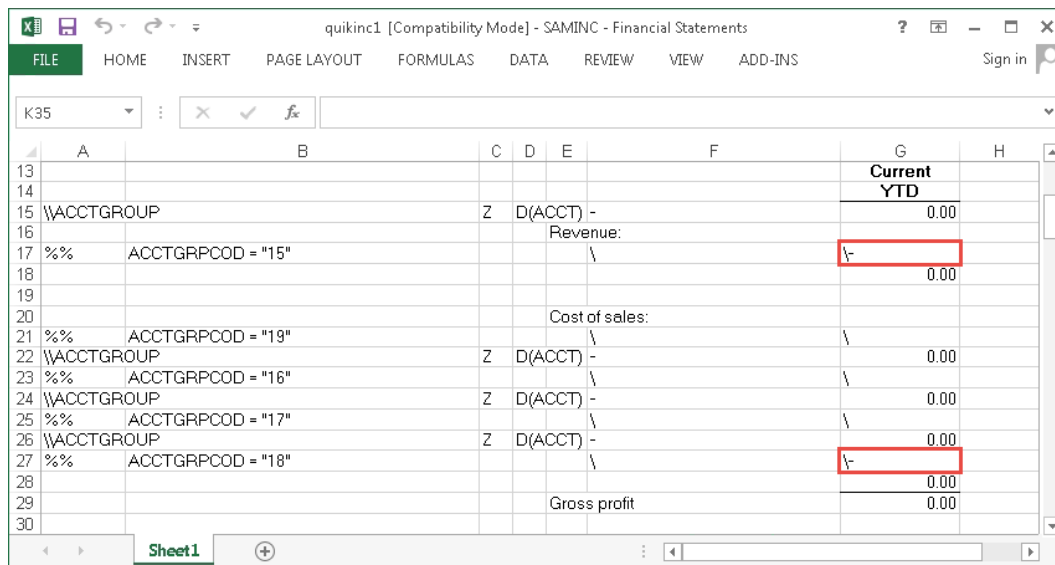
The formulas provided in Sage Intelligence to return financial amounts are listed with their descriptions in the table below.

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.

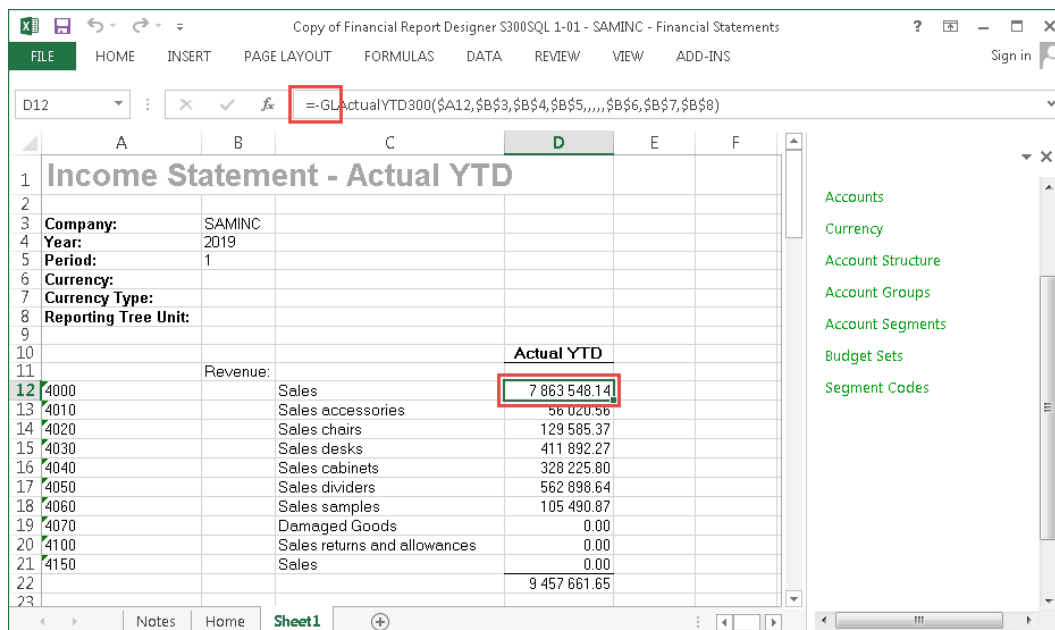
Budget	Returns the month to date general ledger budget amount after applying all the filters specified as arguments.
Budget YTD	Returns the year to date general ledger budget amount after applying all the filters specified as arguments.
Quantity	Is used for statistical reporting and returns the quantity 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.

quikinc1.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS BI Tools Scully, Pe...

G18 : X ✓ fx =SUM(G17)

	A	B	C	D	E	F	G	H
12							Current YTD	
13							#NAME?	
14								
15		\\ACCTGROUP	Z	D(ACCT)		#NAME?		
16					Revenue:			
17	%%	ACCTGRPCOD = "15"						
18							0.00	
19								
20					Cost of sales:			
21	%%	ACCTGRPCOD = "19"						
22	\\ACCTGROUP		Z	D(ACCT)		#NAME?		
23	%%	ACCTGRPCOD = "16"						
24	\\ACCTGROUP		Z	D(ACCT)		#NAME?		
25	%%	ACCTGRPCOD = "17"						
26	\\ACCTGROUP		Z	D(ACCT)		#NAME?		
27	%%	ACCTGRPCOD = "18"						
28							0.00	
29					Gross profit		0.00	
30								

Sheet1

Similarly, Sage Intelligence also uses Excel formulas for subtotals.

Copy of Financial Report Designer S300SQL 1-01 - SAMINC - Financial Statements

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS Sign in

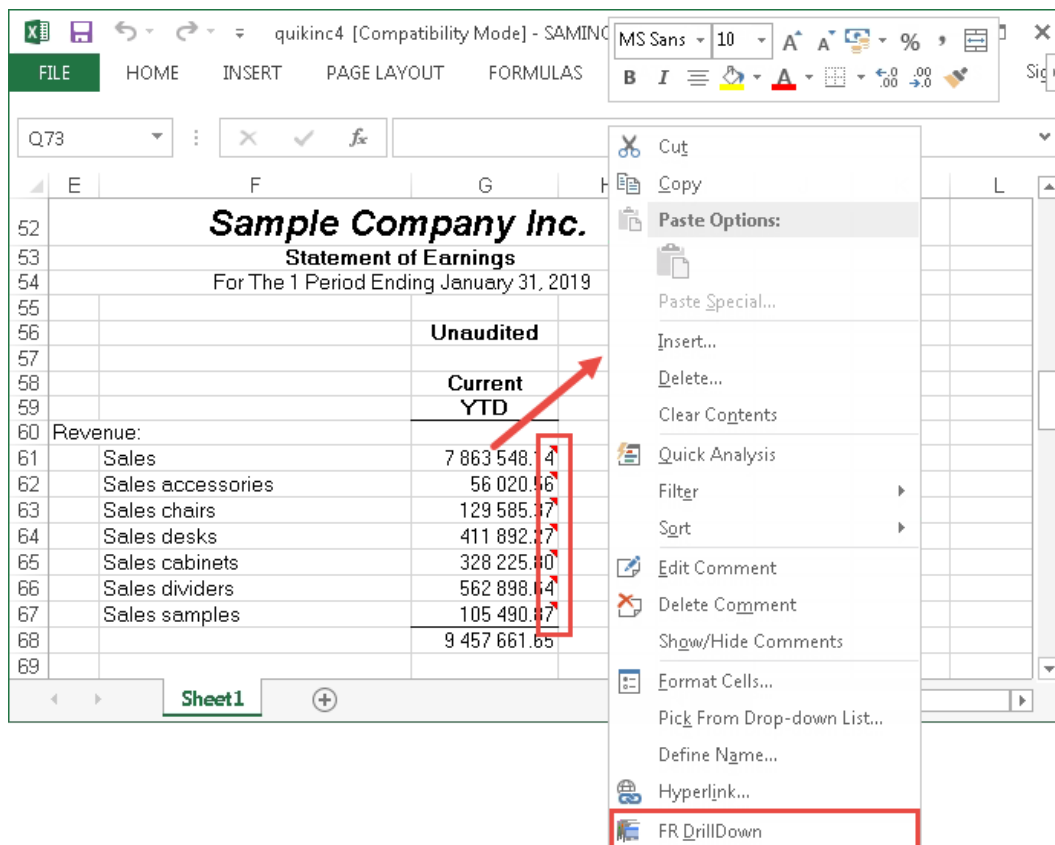
D22 : X ✓ fx =SUM(D12:D21)

	A	B	C	D	E	F
10				Actual YTD		
11		Revenue:				
12	4000	Sales		7 863 548.14		
13	4010	Sales accessories		56 020.56		
14	4020	Sales chairs		129 585.37		
15	4030	Sales desks		411 892.27		
16	4040	Sales cabinets		328 225.80		
17	4050	Sales dividers		562 898.64		
18	4060	Sales samples		105 490.87		
19	4070	Damaged Goods		0.00		
20	4100	Sales returns and allowances		0.00		
21	4150	Sales		0.00		
22				9 457 661.65		
23						
24		Cost of sales:				
25	5000	Cost of goods sold		2 238 257.37		
26	5010	COGS accessories		29 423.33		
27	5020	COGS chairs		64 153.11		
28	5030	COGS desks		198 669.74		
29	5040	COGS cabinets		159 423.03		
30	5050	COGS dividers		273 172.14		
31	5500	Cost variance		0.00		
32				2 963 098.72		
33		Gross profit		6 494 562.93		

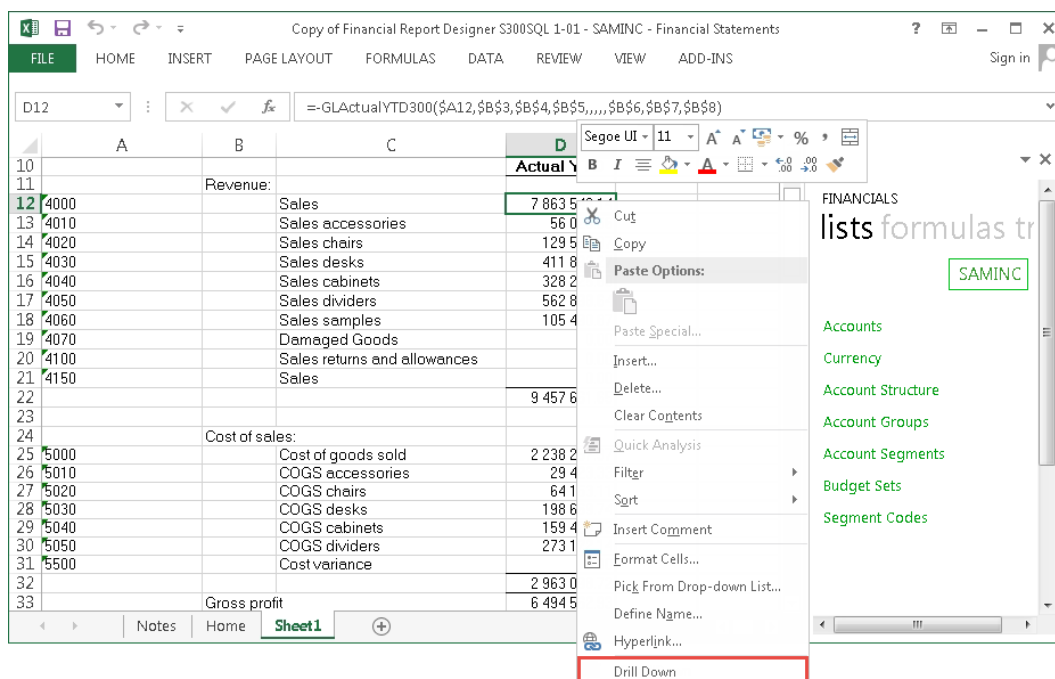
Sheet1

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.

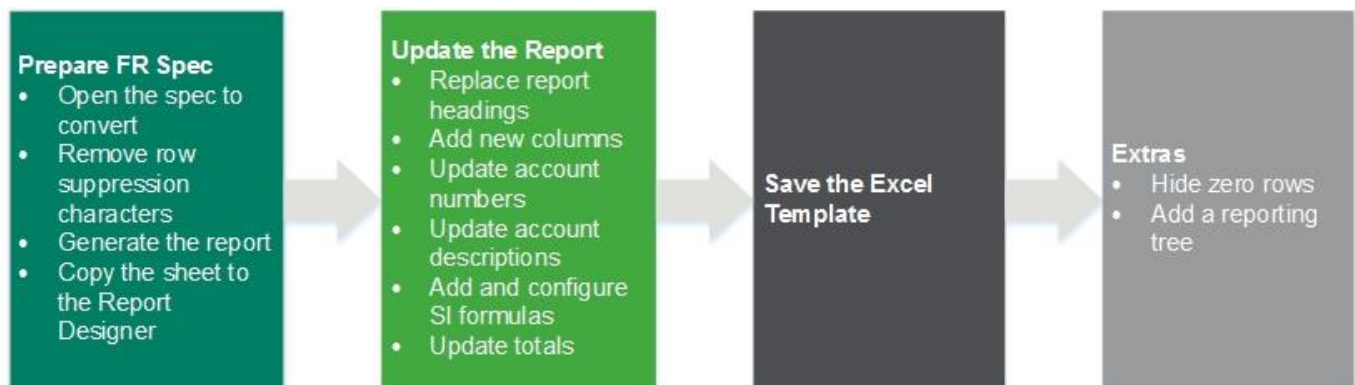
Balance Arguments for FRAMT and FRAMTA functions

Argument	Description	SI Formula	Notes
BALP	Current period	Use Actual YTD with current period.	
BALLP	Last period	Use Actual YTD with current period minus 1.	
BALnP	nth period	Use Actual YTD with period equal to n.	
BALnPA	n periods ago	If n is greater than or equal to current period then use Actual YTD with prior year and current period plus 12 minus n. Otherwise use Actual YTD with current period minus n.	
BALQ	Current quarter (to end)	Use Actual YTD 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 Actual YTD with current period.	
BALnQ	nth quarter	Use Actual YTD with the last period of quarter n.	
BALnQTD	nth quarter to date	Use Actual YTD with first period of quarter n minus 1 plus current period modulo 3.	
BALS	Current half year (to end)	Use Actual YTD 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 Actual YTD with current period.	
BALLS	Last half year	If in first half of the year, use Actual YTD with prior year and	

		period equal to 12. If in second half of the year, use Actual YTD with period equal to 6.	
BALLSTD	Last half year to date	If in first half of the year, use Actual YTD with prior year and period equal to 6 plus current period modulo 6. If in second half of the year, use Actual YTD with period equal to current period modulo 6.	
BALY	Total year	Use Actual YTD with period equal to 12.	
BALYTD	Year to date	Use Actual YTD 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 Actual YTD with current period and year equal to 2020.	
BALP.L1	Current period for last year	Use Actual YTD with current period and current year minus 1.	
BALP.N1	Current period for next year	Use Actual YTD 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

quikinc1 [Compatibility Mode] - SAMINC - Financial Statements

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS Sign in

C7

A B C D E F G H I

7
8
9
10
11
12
13
14
15 \ACCTGROUP D(ACCT) -
16 Revenue: 0.00
17 %% ACCTGRPCOD = "15" \ 0.00
18
19 Cost of sales:
20 \ \ 0.00
21 %% ACCTGRPCOD = "19" \ \ 0.00
22 \ACCTGROUP D(ACCT) - 0.00
23 %% ACCTGRPCOD = "16" \ \ 0.00
24 \ACCTGROUP D(ACCT) - 0.00
25 %% ACCTGRPCOD = "17" \ \ 0.00
26 \ACCTGROUP D(ACCT) - 0.00
27 %% ACCTGRPCOD = "18" \ 0.00
28
29 Gross profit 0.00
30

Sample Company Inc.
Statement of Earnings
For The 1 Period Ending January 31, 2019

Unaudited
Current YTD

Sheet1

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**

G/L Financial Statement Designer

Fiscal Option: Year/Period: 2013 - 01

Report Type: ☒ Actual ☐ Separate ☐ Provisional ☒ Consolidated

Report As: ☐ Separate ☒ Consolidated

Include: ☐ Report Options ☒ Audit Information ☒ Formulas ☐ DrillDown Information

Sort By: ☐ Account No. ☒ Segment ☐ Account Group

From: 1000 To: 9999

☐ Select Account Groups By Sort Code Range

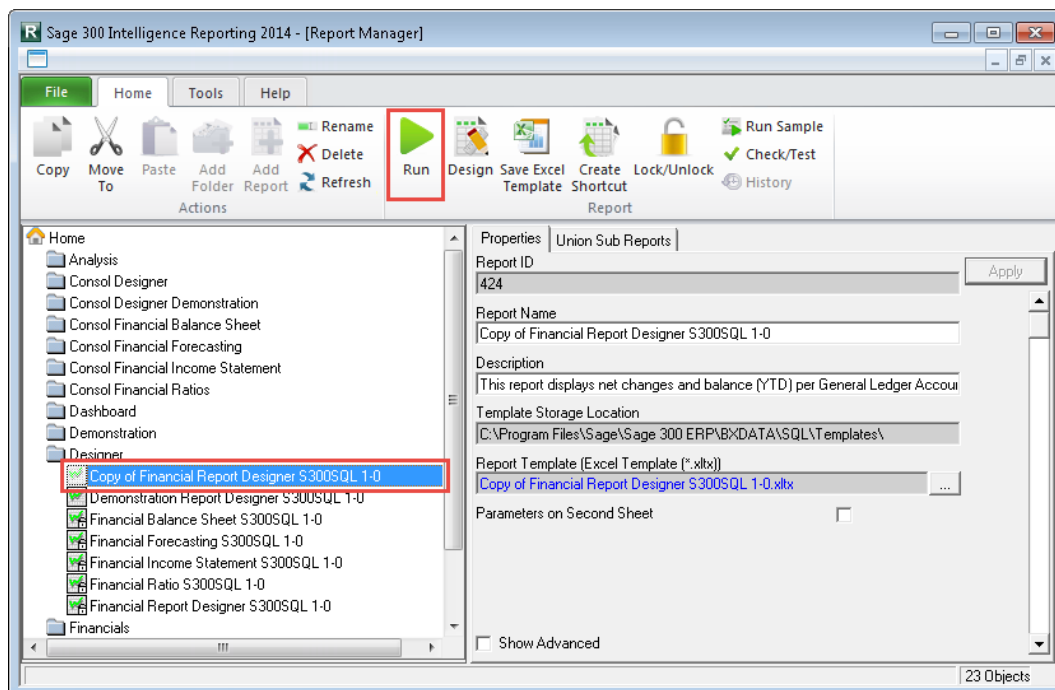
From Account Group: To Account Group: ZZZZZZZZ

Segment Name	From	To	Report As
Division		ZZZ	Consolidated
Region		ZZ	Consolidated

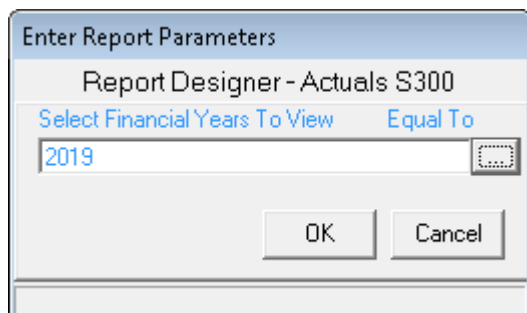
OK Help Cancel

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**

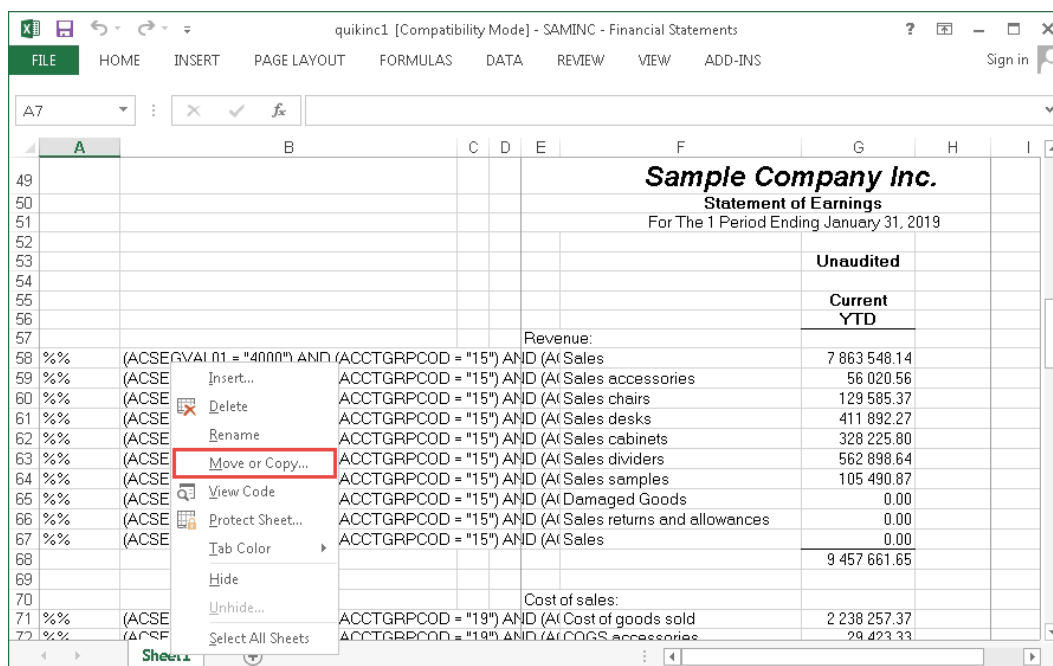


- d. When selecting the **Year** parameter for the report, make sure you select the same year that you selected when running the FR report

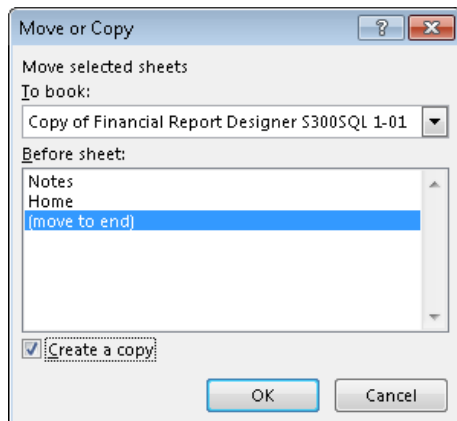


7. Copy the spec sheet from the spec workbook to the Report Designer workbook

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



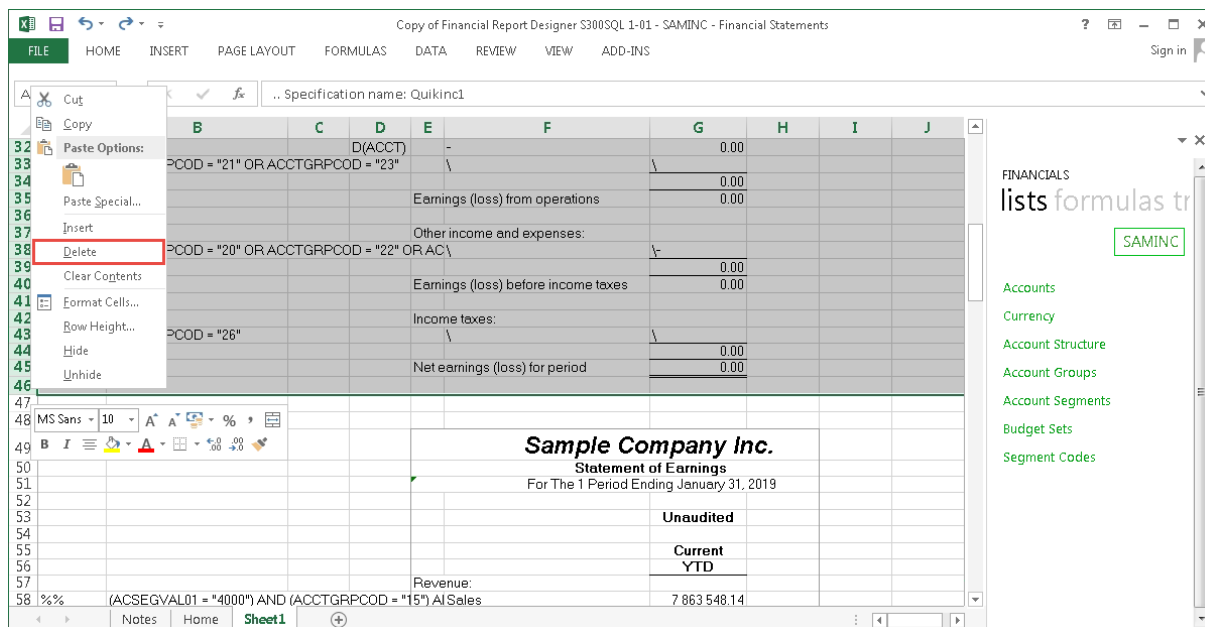
- b. For **To book**, select the Report Designer workbook
- c. For **Before sheets**, select **(move to end)**
- d. Check **Create a copy**
- e. Click **OK**



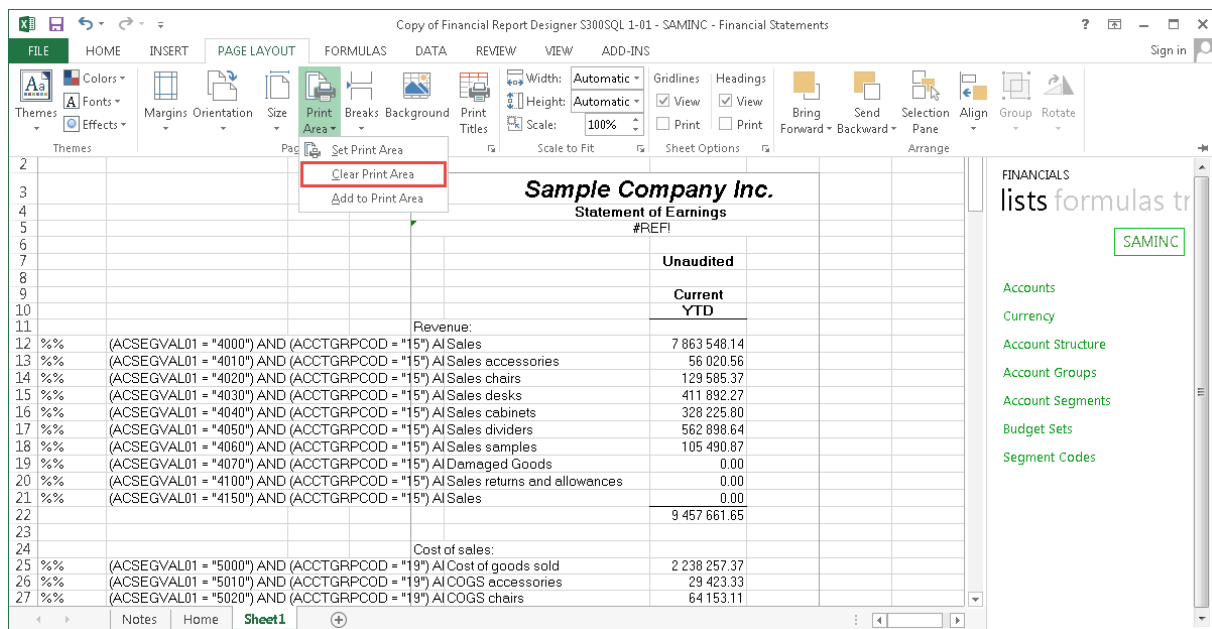
From this point on you will only be working with the Report Designer workbook.

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.

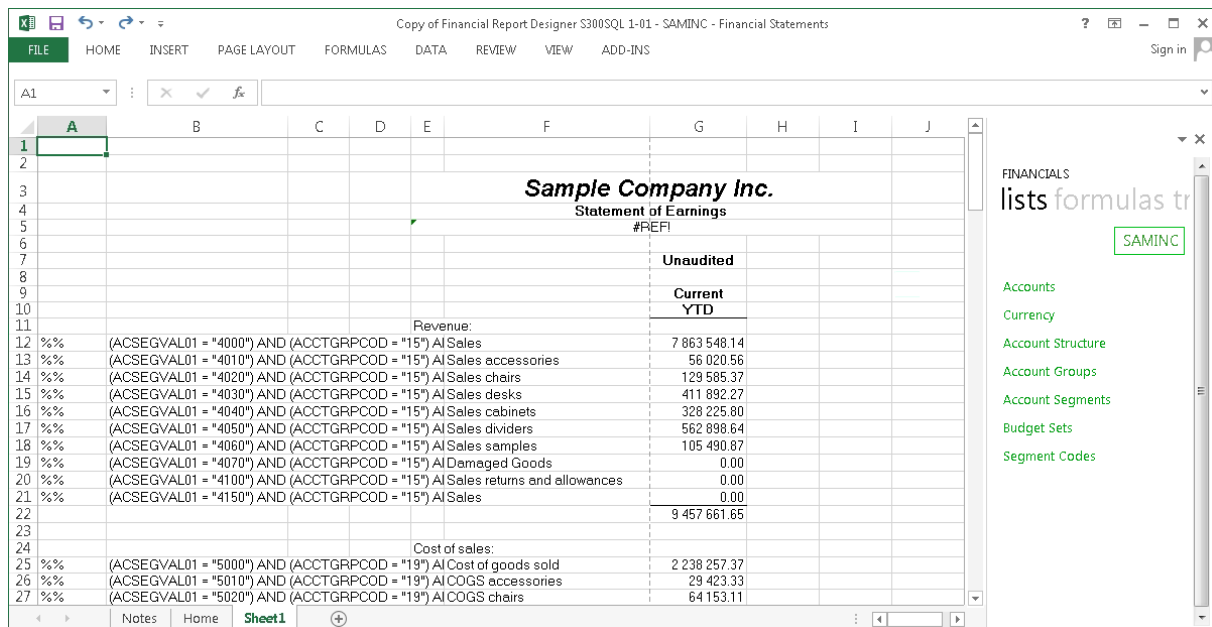
8. Delete all rows that are part of the spec range
 - a. Select all rows that are part of the spec range
 - b. Right click on one of the selected rows' handles
 - c. Select **Delete**



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

Sample Company Inc. Statement of Earnings #REF!		Unaudited
		Current YTD
Revenue:		
12	%% (ACSEGVAl01 = "4000") AND (ACCTGRPCOD = "15") AND (AI Sales	7 863 548.14
13	%% (ACSEGVAl01 = "4010") AND (ACCTGRPCOD = "15") AND (AI Sales accessories	56 020.56
14	%% (ACSEGVAl01 = "4020") AND (ACCTGRPCOD = "15") AND (AI Sales chairs	129 585.37
15	%% (ACSEGVAl01 = "4030") AND (ACCTGRPCOD = "15") AND (AI Sales desks	411 892.27
16	%% (ACSEGVAl01 = "4040") AND (ACCTGRPCOD = "15") AND (AI Sales cabinets	328 225.80
17	%% (ACSEGVAl01 = "4050") AND (ACCTGRPCOD = "15") AND (AI Sales dividers	562 898.64
18	%% (ACSEGVAl01 = "4060") AND (ACCTGRPCOD = "15") AND (AI Sales samples	105 490.87
19	%% (ACSEGVAl01 = "4070") AND (ACCTGRPCOD = "15") AND (AI Damaged Goods	0.00
20	%% (ACSEGVAl01 = "4100") AND (ACCTGRPCOD = "15") AND (AI Sales returns and allowances	0.00
21	%% (ACSEGVAl01 = "4150") AND (ACCTGRPCOD = "15") AND (AI Sales	0.00
22		9 457 661.65
Cost of sales:		
25	%% (ACSEGVAl01 = "5000") AND (ACCTGRPCOD = "19") AND (AI Cost of goods sold	2 238 257.37
26	%% (ACSEGVAl01 = "5010") AND (ACCTGRPCOD = "19") AND (AI COGS accessories	29 423.33
27	%% (ACSEGVAl01 = "5020") AND (ACCTGRPCOD = "19") AND (AI COGS chairs	64 153.11

- 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

Income Statement - Actual YTD		Current YTD
Company: SAMINC		
Year: 2019		
Period: 1		
Currency:		
Currency Type:		
Reporting Tree Unit:		
Revenue:		
12	%% (ACSEGVAl01 = "4000") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4000") AND (#Sales	7 863 548.14
13	%% (ACSEGVAl01 = "4010") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4010") AND (#Sales accessories	56 020.56
14	%% (ACSEGVAl01 = "4020") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4020") AND (#Sales chairs	129 585.37
15	%% (ACSEGVAl01 = "4030") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4030") AND (#Sales desks	411 892.27
16	%% (ACSEGVAl01 = "4040") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4040") AND (#Sales cabinets	328 225.80
17	%% (ACSEGVAl01 = "4050") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4050") AND (#Sales dividers	562 898.64
18	%% (ACSEGVAl01 = "4060") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4060") AND (#Sales samples	105 490.87
19	%% (ACSEGVAl01 = "4070") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4070") AND (#Damaged Goods	0.00
20	%% (ACSEGVAl01 = "4100") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4100") AND (#Sales returns and allowances	0.00
21	%% (ACSEGVAl01 = "4150") AND (ACCTGRPCOD = "15") AND (ACCTID >= "4150") AND (#Sales	0.00
22		9 457 661.65
Cost of sales:		
25	%% (ACSEGVAl01 = "5000") AND (ACCTGRPCOD = "19") AND (ACCTID >= "5000") AND (#Cost of goods sold	2 238 257.37
26	%% (ACSEGVAl01 = "5010") AND (ACCTGRPCOD = "19") AND (ACCTID >= "5010") AND (#COGS accessories	29 423.33
27	%% (ACSEGVAl01 = "5020") AND (ACCTGRPCOD = "19") AND (ACCTID >= "5020") AND (#COGS chairs	64 153.11

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

- Copy the existing data column headings and paste them on the same row, to the right of current ones
- Change the text of the new headings if need be

	A	B	C	D	E	F	G	H	I
1	Income Statement - Actual YTD								
2	Company: SAMINC								
3	Year: 2019								
4	Period: 1								
5	Currency:								
6	Currency Type:								
7	Reporting Tree Unit:								
8									
9									
10									
11	Revenue:								
12	%%	(ACSEGVAl01 = "4000") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales				7 863 548.14			
13	%%	(ACSEGVAl01 = "4010") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales accessories				56 020.56			
14	%%	(ACSEGVAl01 = "4020") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales chairs				129 585.37			
15	%%	(ACSEGVAl01 = "4030") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales desks				411 892.27			
16	%%	(ACSEGVAl01 = "4040") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales cabinets				328 225.80			
17	%%	(ACSEGVAl01 = "4050") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales dividers				562 898.64			
18	%%	(ACSEGVAl01 = "4060") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales samples				105 490.87			
19	%%	(ACSEGVAl01 = "4070") AND (ACCTGRPCOD = "15") AND (ACCTID :Damaged Goods				0.00			
20	%%	(ACSEGVAl01 = "4100") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales returns and allowances				0.00			
21	%%	(ACSEGVAl01 = "4150") AND (ACCTGRPCOD = "15") AND (ACCTID :Sales				9 457 661.65			
22									
23	Cost of sales:								
24	%%	(ACSEGVAl01 = "5000") AND (ACCTGRPCOD = "19") AND (ACCTID :Cost of goods sold				2 238 257.37			
25	%%	(ACSEGVAl01 = "5010") AND (ACCTGRPCOD = "19") AND (ACCTID :COGS accessories				29 423.33			
26	%%	(ACSEGVAl01 = "5020") AND (ACCTGRPCOD = "19") AND (ACCTID :COGS chairs				64 153.11			
27									

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.

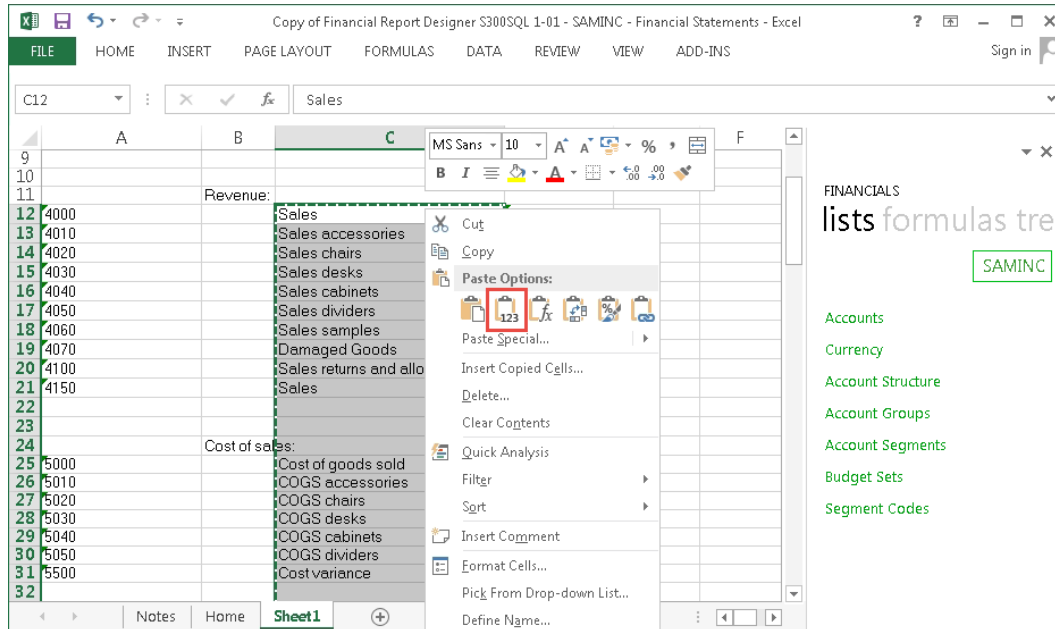
4. Delete **columns A, B and C** of the layout. It should now look as follows:

	A	B	C	D	E	F	G	H	I	J
1	Income Statement - Actual YTD									
2	Company: SAMINC									
3	Year: 2019									
4	Period: 1									
5	Currency:									
6	Currency Type:									
7	Reporting Tree Unit:									
8										
9										
10										
11	Revenue:									
12	4000	Sales				7 863 548.14				
13	4010	Sales accessories				56 020.56				
14	4020	Sales chairs				129 585.37				
15	4030	Sales desks				411 892.27				
16	4040	Sales cabinets				328 225.80				
17	4050	Sales dividers				562 898.64				
18	4060	Sales samples				105 490.87				
19	4070	Damaged Goods				0.00				
20	4100	Sales returns and allowances				0.00				
21	4150	Sales				9 457 661.65				
22										
23	Cost of sales:									
24	5000	Cost of goods sold				2 238 257.37				
25	5010	COGS accessories				29 423.33				
26	5020	COGS chairs				64 153.11				
27										

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.

- Select all the Account Descriptions in **column C**
- Press **CTRL C** on your keyboard to copy the selection
- 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.

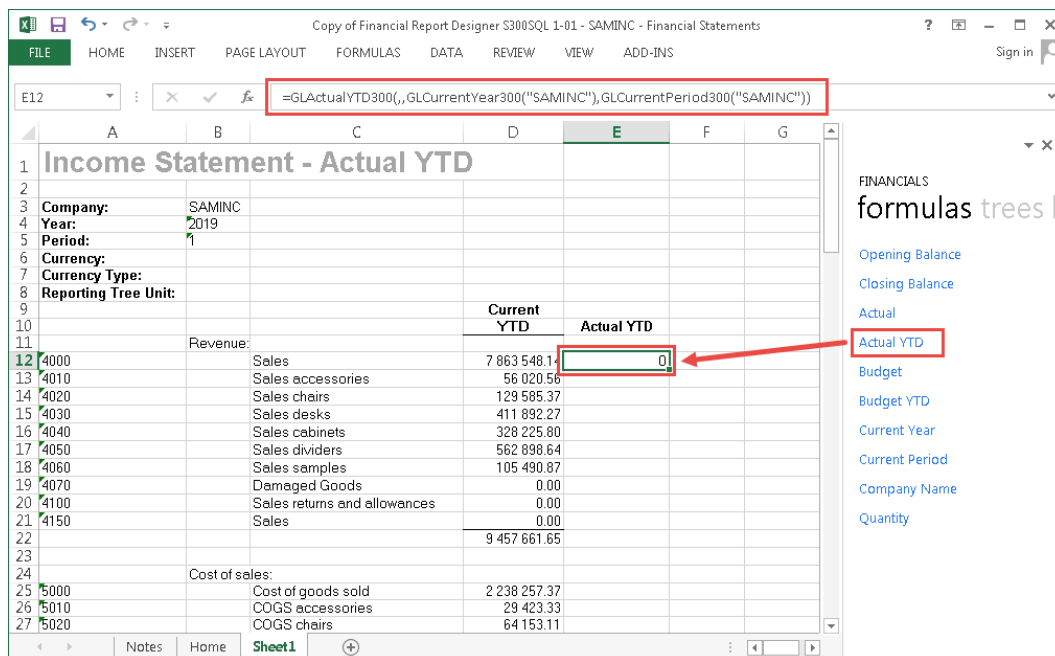
For each new data column do the following:

- Check the FR formula that is used in the corresponding FR data column

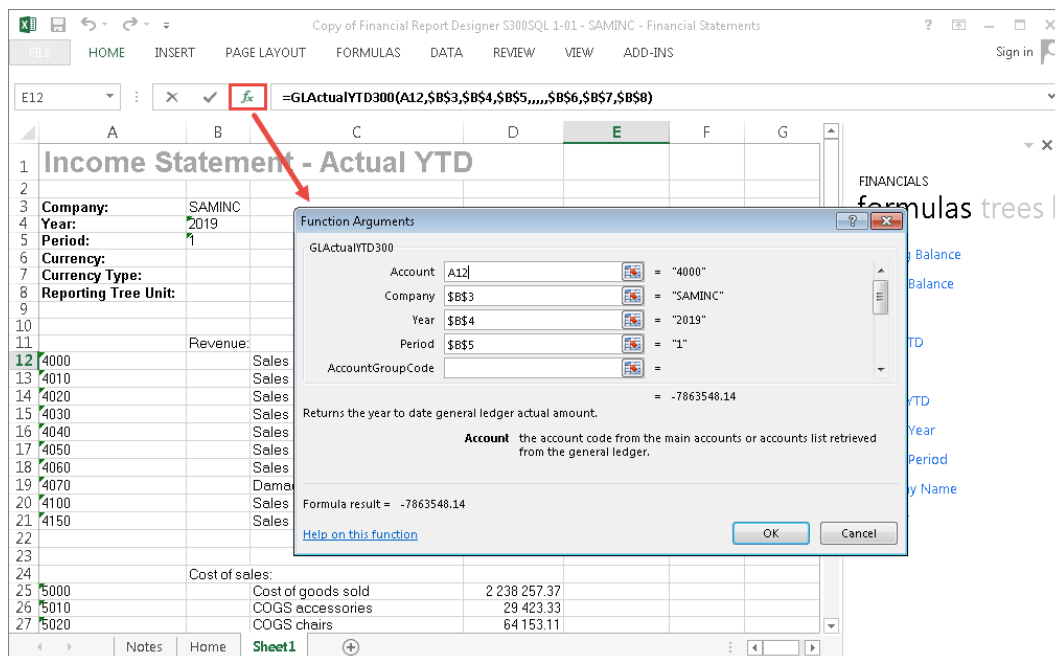
The screenshot shows an Excel window titled 'Copy of Financial Report Designer S300SQL 1-01 - SAMINC - Financial Statements - Excel'. The active sheet is 'Sheet1'. The formula bar shows the formula in cell D12: `=-(FRAMTA("NETYTD" "%%", "((ACCTGRPCOD = ""15""))"&" A`. The formula is highlighted with a red box.

	A	B	C	D	E
1	Income Statement - Actual YTD				
2					
3	Company:	SAMINC			
4	Year:	2019			
5	Period:	1			
6	Currency:				
7	Currency Type:				
8	Reporting Tree Unit:				
9				Current	
10				YTD	Actual YTD
11		Revenue:			
12	4000	Sales		7 863 548.14	
13	4010	Sales accessories		56 020.56	

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

		Current YTD	Actual YTD
Revenue:			
4000	Sales	7 863 548.14	-7863548.14
4010	Sales accessories	56 020.56	-56020.56
4020	Sales chairs	129 585.37	-129585.37
4030	Sales desks	411 892.27	-411892.27
4040	Sales cabinets	328 225.80	-328225.8
4050	Sales dividers	562 898.64	-562898.64
4060	Sales samples	105 490.87	-105490.87
4070	Damaged Goods	0.00	0
4100	Sales returns and allowances	0.00	0
4150	Sales	0.00	0
		9 457 661.65	
Cost of sales:			
5000	Cost of goods sold	2 238 257.37	2238257.37
5010	COGS accessories	29 423.33	29423.33
5020	COGS chairs	64 153.11	64153.11

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

- Click the column handle of the FR data column
- Select the **Format Painter** tool from the **Home** tab on the Ribbon
- 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 shown 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.

		Current YTD	Actual YTD
Revenue:			
4000 Sales		7 863 548.14	(7 863 548.14)
4010 Sales accessories		56 020.56	(56 020.56)
4020 Sales chairs		129 585.37	(129 585.37)
4030 Sales		411 892.27	(411 892.27)
4040 Sales		328 225.80	(328 225.80)
4050 Sales		562 898.64	(562 898.64)
4060 Sales samples		105 490.87	(105 490.87)
4070 Damaged Goods		0.00	0.00
4100 Sales returns and allowances		0.00	0.00
4150 Sales		0.00	0.00
		9 457 661.65	
Cost of sales:			
5000 Cost of goods sold		2 238 257.37	2 238 257.37
5010 COGS		29 423.33	29 423.33
5020 COGS		64 153.11	64 153.11
5030 COGS		198 669.74	198 669.74
5040 COGS		159 423.03	159 423.03
5050 COGS		273 172.14	273 172.14
5500 Cost variance		0.00	0.00
		2 963 098.72	
Gross profit		6 494 562.93	

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

		Current YTD	Actual YTD
4000 Sales		7 863 548.14	7 863 548.14
4010 Sales accessories		56 020.56	56 020.56

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

Copy of Financial Report Designer S300SQL 1-01 - SAMINC - Financial Statements

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

M39

Reporting Tree Unit:		Current YTD	Actual YTD
Revenue:			
4000	Sales	7 863 548.14	7 863 548.14
4010	Sales accessories	56 020.56	56 020.56
4020	Sales chairs	129 585.37	129 585.37
4030	Sales desks	411 892.27	411 892.27
4040	Sales cabinets	328 225.80	328 225.80
4050	Sales dividers	562 898.64	562 898.64
4060	Sales samples	105 490.87	105 490.87
4070	Damaged Goods	0.00	0.00
4100	Sales returns and allowances	0.00	0.00
4150	Sales	9 457 661.65	9 457 661.65
Cost of sales:			
5000	Cost of goods sold	2 238 257.37	2 238 257.37
5010	COGS accessories	29 423.33	29 423.33
5020	COGS chairs	64 153.11	64 153.11
5030	COGS desks	198 669.74	198 669.74
5040	COGS cabinets	159 423.03	159 423.03
5050	COGS dividers	273 172.14	273 172.14
5500	Cost variance	0.00	0.00
Gross profit		2 963 098.72	2 963 098.72
Costs and expenses:		6 494 562.93	6 494 562.93

FINANCIALS
formulas trees

- Opening Balance
- Closing Balance
- Actual
- Actual YTD
- Budget
- Budget YTD
- Current Year
- Current Period
- Company Name
- Quantity

Notes Home Sheet1

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

Copy of Financial Report Designer S300SQL 1-01 - SAMINC - Financial Statements

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

M31

Income Statement - Actual YTD		Actual YTD
Company:	SAMINC	
Year:	2019	
Period:	1	
Currency:		
Currency Type:		
Reporting Tree Unit:		
Revenue:		
4000	Sales	7 863 548.14
4010	Sales accessories	56 020.56
4020	Sales chairs	129 585.37
4030	Sales desks	411 892.27
4040	Sales cabinets	328 225.80
4050	Sales dividers	562 898.64
4060	Sales samples	105 490.87
4070	Damaged Goods	0.00
4100	Sales returns and allowances	0.00
4150	Sales	9 457 661.65

FINANCIALS
formulas trees

- Opening Balance
- Closing Balance
- Actual
- Actual YTD
- Budget
- Budget YTD
- Current Year
- Current Period
- Company Name
- Quantity

Notes Home Sheet1

The layout should look as follows:

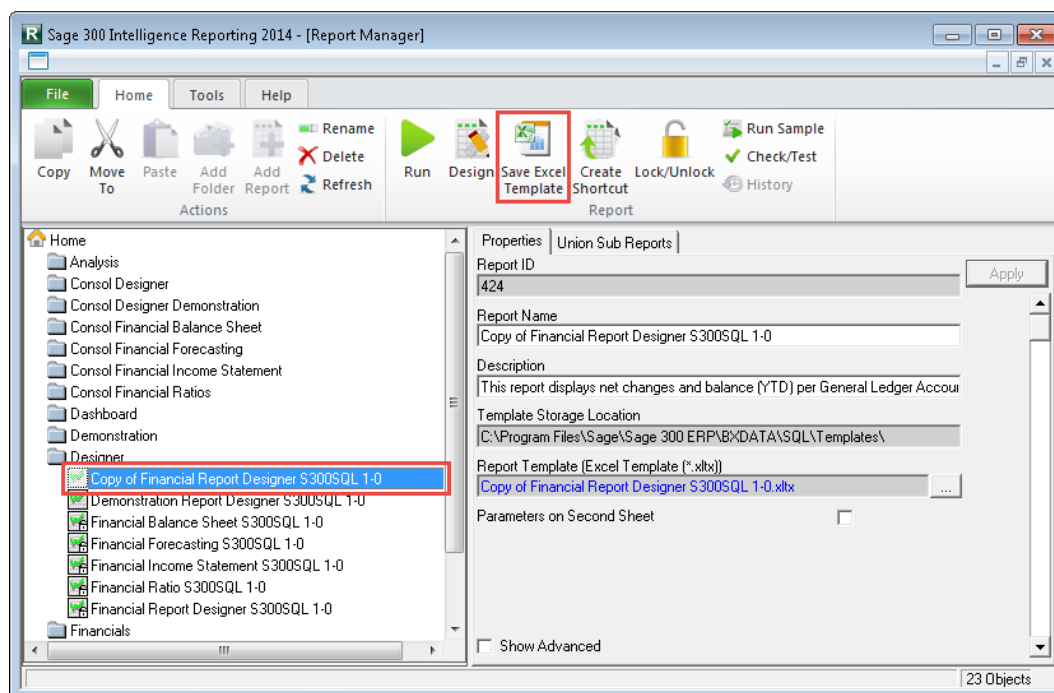
Income Statement - Actual YTD			
Company: SAMINC			
Year: 2019			
Period: 1			
Currency Type:			
Reporting Tree Unit:			
		Actual YTD	
Revenue:			
4000	Sales	7 863 548.14	
4010	Sales accessories	56 020.56	
4020	Sales chairs	129 585.37	
4030	Sales desks	411 892.27	
4040	Sales cabinets	328 225.80	
4050	Sales dividers	562 898.64	
4060	Sales samples	105 490.87	
4070	Damaged Goods	0.00	
4100	Sales returns and allowances	0.00	
4150	Sales	0.00	
		9 457 661.65	
Cost of sales:			
5000	Cost of goods sold	2 238 257.37	
5010	COGS accessories	29 423.33	
5020	COGS chairs	64 153.11	
5030	COGS desks	198 669.74	
5040	COGS cabinets	159 423.03	
5050	COGS dividers	273 172.14	
5500	Cost variance	0.00	
		2 963 098.72	
Gross profit		6 494 562.93	

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

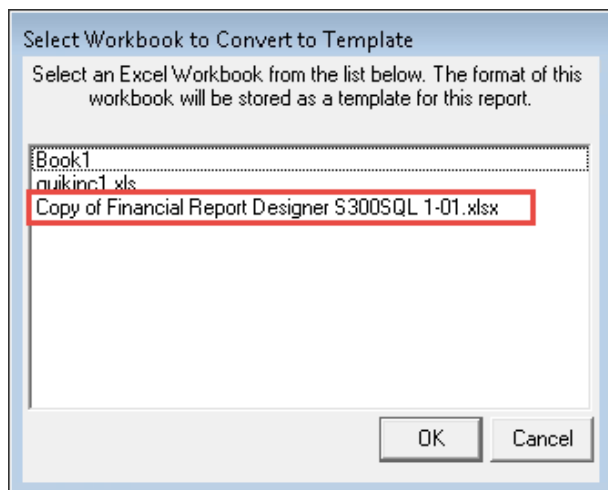
5.3 Save the Layout to the Report

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 report 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.

