

# Sage ERP MAS

## Everything you want to know about Sage ERP MAS Intelligence

### What is Sage ERP MAS Intelligence?

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

### Is Sage ERP MAS Intelligence one product, or are different types of licenses and modules available?

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

### What does the FREE user license with Intelligence allow a user to do?

New and current Sage ERP MAS 90 and 200 customers will receive a single-user Report Manager license for 4.4 as a support plan benefit. New and current Sage ERP MAS 500 customers will receive four single-user Report Manager licenses for 7.3 as a support plan benefit, which allow a user to:

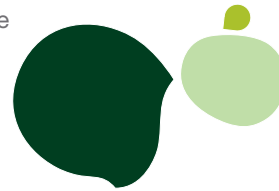
- Author new reports (organizing, creating, editing), as well as filter and clone the standard report templates for management (financial reports, dashboards, financial trend analysis) as well as general ledger sales, purchases, and inventory transactional reports.
- Set permissions/security on all reports.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

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

- Optional Import/Export functionality requires the purchase of an additional Report Manager license, the Designer Module, or Connector Module
- Optional Report Scheduling requires the purchase of an additional Report Manager License, the Designer Module, or Connector Module
- Connections to other types of databases or more than one Sage ERP MAS company database at a time requires the purchase of a Connector Module

### BENEFITS

- Quickly identify and respond to trends using sophisticated, customizable dashboards
- Empower your staff with timely, meaningful information and trend reports
- Easily create in-depth financial, operations, customer, and vendor reports
- Efficiently view, manipulate, analyze and distribute reports in a familiar Excel format
- Extract up-to-the-minute high level summaries, account groupings, or details transactions
- Effortlessly consolidate data from multiple companies, divisions, and databases
- Minimize manual, repetitive work in Excel



### What other modules and licenses are available for purchase with Sage ERP MAS Intelligence?

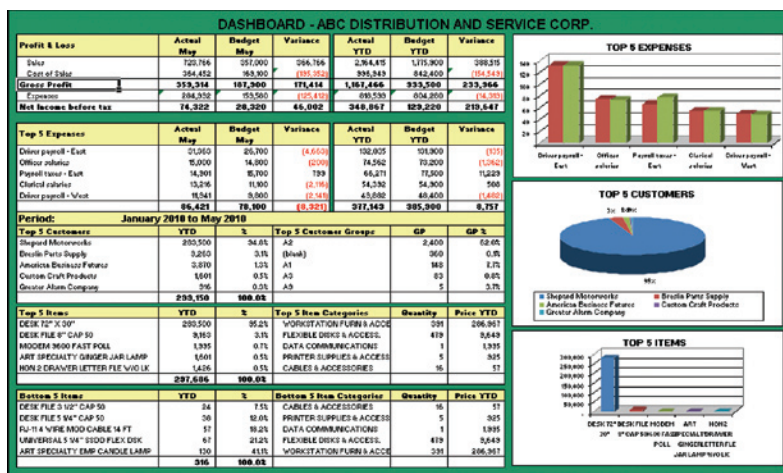
Module/license	Description
<b>Report Manager license</b>	Allows authoring of new reports from existing data containers ONLY as well as editing of existing standard reports including filtering and aggregating of data (licensed per workstation). Also supports auto-emailing reports, scheduling reports,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

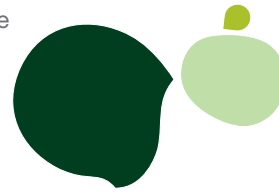
### What standard reports are delivered with Intelligence?

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

### Dashboard Analysis

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





### Financial Report and Consolidated Financial Report

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

**Consolidated  
Financial Reports**

1. Actual / Budget / Variance / Blank 1-12, Qtrs & YTD / Annual Budget	Income Statement	
2. Actual / Prior / Blank 1-12, Qtrs & YTD / Annual Prior	Income Statement	Balance Sheet
3. Actual / Budget / Prior / Blank 1-12 & YTD / Annual Budget & Prior	Income Statement	
4. Actual 1-12, Qtrs & YTD	Income Statement	Balance Sheet
5. Actual 1-12 / Blank / Budget 1-12 & YTD / Annual Budget	Income Statement	
6. Actual 1-12 / Blank / Prior 1-12 & YTD / Annual Prior	Income Statement	Balance Sheet
7. Actual 1-12 / Blank / Budget 1-12 / Blank / Prior 1-12 & YTD & Annual Budget / Annual Prior	Income Statement	
8. Actual / Budget / Variance / Blank - Current Month & YTD / Annual Budget	Income Statement	
9. Actual / Budget / Prior / Blank - Current Month & YTD & Annual Budget / Annual Prior	Income Statement	
10. Annual Prior / Blank / Actual Current month / Blank / Actual YTD		Balance Sheet
11. Actual Current month / Blank / Actual YTD / Annual Prior	Income Statement	
12. Actuals YTD Comparison Last 5 Years	Income Statement	

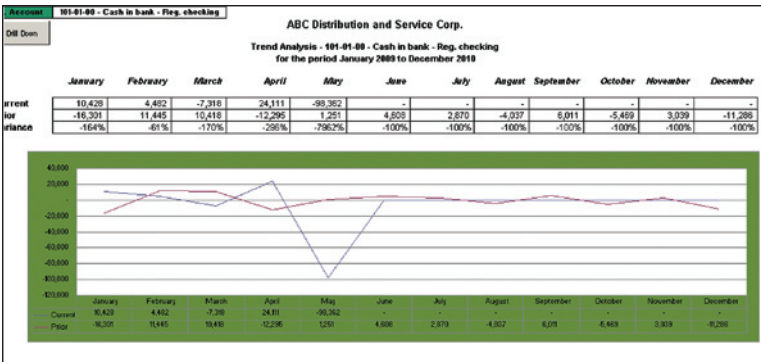
Menu

### Financial Report Designer and Consolidated Financial Reports Designer

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

### Financial Trend Analysis

This report template allows the comparative trending of account balances across two years' worth of financial data. It is most useful for finding trends within your financials. The drill-down facility within the reports allows for intuitive analysis of trends by drilling down to the source transactions for balances.







## What are the system requirements for Intelligence?

Since Intelligence utilizes Excel, Sage ERP MAS customers will need to have Excel 2003 or Excel 2007. In order to run the Report Designer, customers will need Excel 2007.

## Which financial report templates should I use to set up my company financial reports?

There are two available report templates:

- Financial Reports
- Financial Reports Designer

### Financial Reports

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

### Financial Reports Designer

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

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

**Note:** You will need to create and link your Excel workbook to your report in order to keep mapping and formatting changes.

Use the Financial Reports Designer when you require more powerful and flexible financial packs and more advance comparatives. Requires the Connector Module.

## Can I do multicompany consolidations (financial and nonfinancial)?

Intelligence enables financial and nonfinancial consolidations from an unlimited number of companies. To perform multicompany consolidations, the Connector module is required.

Two "Consolidated Financial" reports are available. The Consolidated Financials Report and Consolidated Financials Report Designer Financials need to have the relevant Sage ERP MAS companies entered into the "Database Consolidation List" to support the required consolidation.

Alternatively, more flexible consolidation options across nonfinancial modules can be achieved using the PICKLIST functionality within the Connector module.

### What do the different color icons indicate in the Report Manager?

Intelligence supports two main report types:

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

**Please note:** The standard for all Union reports is to have the underlying sub- or child reports hidden using the “Report Hidden” check box, which is available by checking on the “Show Advanced” check box in the Report Manager.

### Can I create reports off all data source/database types?

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

### What other features does Intelligence provide?

- Create scheduler commands that can be plugged into any scheduler to allow reports to be automatically run at predefined intervals
- Supports auto-emailing of reports to chosen distribution lists
- Supports publishing of your report output in HTML to an intranet or the Internet
- Allows report output to be saved to a predetermined file server or location
- Switch output mode in the Report Manager to Screen (SQL Debug), so that when running a report, the SQL query that is generated by the report for the data extraction stage is intercepted by a SQL Debug window. This window allows the raw SQL statement to be viewed and tested.

### How does licensing work?

licenses will be tied to a User Name and Workstation so the licensing is not “concurrent” licensing as is the case with most other Sage ERP MAS modules.

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

## How can I secure my Intelligence reports and modules?

### Module-Level Security

For Sage ERP MAS 500 each Intelligence module that can be launched from the Sage ERP MAS UI will follow the standard Sage ERP MAS Roles, Users, and Authorization processes that Sage ERP MAS uses for securing all its other modules. Using the standard security screens in Sage ERP MAS, it will be possible to Allow or Restrict given users (through Roles) from launching the relevant Intelligence modules. For Sage ERP MAS 90 all Intelligence security is handled from within the Intelligence Security Manager Module.

### Report-Level Security

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

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

### Report Scoping

Intelligence provides the concept of Report Scoping, where a report can be “scoped” or made available only when logged on to certain companies. A report that is deemed useful across all companies should be Scoped Globally (this is the default for each report).

Since a site may have more than one set of company data (for instance, a holding company that has five separate companies), it may be necessary to have some reports that are specifically for one, for multiple, or for all of the companies. In this scenario it may be useful to make certain reports visible only when logged on to a given company, and Intelligence report scoping caters for this.

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

### Multicurrency

The standard reports available within Intelligence allow you to view your reports in multiple currencies.

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

### Pass Through Variables

Pass Through Variables enable the queries (or SQL statements) that are sent to the Database Systems during report execution to be affected at run time. Where ordinary Parameters are used to modify

the filtering element (or WHERE clause) of a query only, Pass Through Variables can be used with Parameters to modify other parts of the query. Pass Through Variables must be used in conjunction with a reports Parameters to be effective.

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

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

### How can I overcome Excel's row limitations?

Overcoming the row limitations in Excel (Excel 2003 caters for around 65,000 rows of data and Excel 2007 caters for around 1 million rows of data) can be achieved in a number of ways.

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

### Importing and Exporting Reports?

Intelligence allows a report to be created in an Intelligence system, exported, and reimported on a totally separate and nonrelated Intelligence system.

An exported Intelligence report consists of the following three components:

1. Data container (metadata describing the data to be made available for reporting)
2. Report components (includes data columns, filters, parameters, and more)
3. Excel template (defines the way the data will look when delivered into Excel)

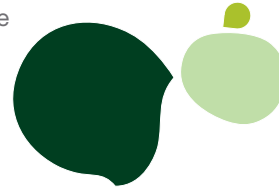
Importing and exporting is not supported with the single user license (Report Manager) that comes as part of Intelligence.

By purchasing an additional Report Manager(s), one would be able to import reports onto a Sage ERP MAS connection only, so would only be relevant for Sage ERP MAS Reports.

For total flexibility of importing reports onto multiple connection types, the Connector module is required.

### Defining dynamic drill downs?

Intelligence facilitates the creation of dynamic drill downs into any Sage ERP MAS table and or module as well as any non-Sage ERP MAS database (that is, CRM, HR, and so on), and can be edited/created by clicking on the Report Tools menu in Excel.



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

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

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

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

### Union Reporting?

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

### System Variables?

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

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

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

### Launching Intelligence from outside Sage ERP MAS?

Sage ERP MAS 90 and 200 Intelligence can be launched from outside of Sage ERP MAS, where it will not consume a Sage ERP MAS 90 lanpak. This is useful when wanting to provide a reporting or BI license to somebody who does not require a full lanpak license. To launch Intelligence in this way, click on All Programs >> Sage Software >> Sage ERP MAS 90 and 200 Intelligence.

Sage ERP MAS 500 allows any task to be accessed by a Windows desktop icon and, if not already logged onto Sage ERP MAS 500, the user will be prompted with the logon dialogue.

### Report shortcuts?

Sage ERP MAS 90 and 200 Intelligence caters for report shortcuts or PR\* files to be created that allow these reports to be executed from off the Sage ERP MAS Desktop or from off the Windows Desktop. Sage ERP MAS 500 Intelligence allows reports to be launched directly from the Report Viewer from the Sage ERP MAS 500 Desktop.