

# sage X3 Intelligence Reporting



*Frequently asked questions*

Sage X3 Intelligence Reporting customers

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## Overview of Sage Intelligence Reporting

### What is Sage X3 Intelligence Reporting?

Sage X3 Intelligence Reporting is a flexible business reporting solution that provides Sage X3 customers the ability to design, distribute, and consume reports through a common Microsoft Excel interface, with the sweet spot being on financial reporting. Sage X3 Intelligence Reporting provides a tight integration with Sage X3 and allows companies to report on data from most external systems (ODBC-compliant databases).

It offers comprehensive and flexible financial reporting and gives organizations insights across the company, helping them to make better informed business decisions, faster. The scheduling of reports to automatically run and distribute reports to teams or individuals through a variety of distribution methods, allows companies to improve their financial reporting efficiency and collaboration.

### Which versions of Sage X3 does Intelligence Reporting work with?

Sage X3 version 7 and above.

### Which version of Excel does Sage X3 Intelligence Reporting support?

Microsoft® Excel® 2007, 2010, and 2013, both 32-bit and 64-bit versions.

### Is this a Sage-developed product?

Yes, Sage Intelligence Financial Reporting is a Sage-owned product. This means that your first line of support is handled by Sage. Other useful support platforms include the [Sage Knowledgebase](#) and the [Sage Intelligence Community](#).

### What countries is Sage X3 Intelligence Reporting available in?

Sage X3 Intelligence Reporting is available in North America, Australia, Asia, the Middle East and Africa, and in the United Kingdom and Ireland. It is only available in English.

### Is there a way for me to view the reports with my own data?

Yes; the Sage X3 bundling option includes a Report Manager license, a Report Designer site license, and a Connector site license for you to get started with Intelligence Financial Reporting.

### What are the benefits of the different Sage Intelligence components?

Below is a summary of the benefits you receive with each component you acquire:

Components	Benefits
Report Viewer	<ul style="list-style-type: none"><li>• View and analyze existing reports in real time when you want them (no Excel skills required to view).</li><li>• Easily drill down into the details of your data.</li><li>• Set parameters such as timeframe and departments at the time of running the report.</li></ul>
Report Manager	Everything the Report Viewer offers, as well as the ability to: <ul style="list-style-type: none"><li>• Edit and customize your standard report templates and save them for future use.</li><li>• Create new reports with the standard data tables available.</li><li>• Sort, drill down, and aggregate data.</li><li>• Send reports to a file, publish to an intranet site, or send by email with automated report distribution.</li><li>• Set permissions and security for reports.</li></ul>
Report Designer	<ul style="list-style-type: none"><li>• Get full control of your financial reports through an Excel add-in that allows you to easily create and edit financial statements using a graphical "drag and drop" interface.</li><li>• Get predefined report layouts for Income Statement, Balance Sheet, and Trial Balance.</li><li>• Utilize Reporting Trees, which allow you to model a reporting structure and view your organization in many different ways.</li><li>• Available for financial reporting only, Microsoft Excel 2007 and above.</li></ul>
Connector	<ul style="list-style-type: none"><li>• Access and consolidate information from multiple sources.</li><li>• This allows for:<ul style="list-style-type: none"><li>- Multicompany and multicurrency consolidations.</li><li>- Create new reports on any part of Sage X3.</li><li>- Connectivity to unlimited ODBC databases.</li></ul></li></ul>



## Comparison of Sage Intelligence Reporting and Sage Enterprise Intelligence

### Why do we have two business intelligence tools—Sage Intelligence Reporting and Sage Enterprise Intelligence?

Both tools cater to different levels of customer requirements. With Sage Intelligence Reporting, you can automatically run and distribute fully customizable financial reports in Microsoft® Excel®, so you spend more time analyzing the data and less time locating and preparing it. Sage Enterprise Intelligence offers a different level of operational analysis using drag-and-drop capabilities on mobile and web.

### Do customers need to purchase both Sage Intelligence Reporting and Sage Enterprise Intelligence for a complete business intelligence (BI) solution?

No. Customers may select the more appropriate solution to meet their requirements and budget. Refer to the comparison matrix provided below to identify your best option for Sage X3:

	Sage Intelligence Reporting	Sage Enterprise Intelligence
<b>Primary target</b>	Excel users	All business users
<b>Need</b>	<b>Excel-based reporting and analysis</b> requirements, with flexibility to work with unique financial reporting requirements	Self-service <b>operational analysis</b> and reporting requirements across mobile, web, and Excel
<b>Reporting</b>	Easy <b>report design and customization</b> with report templates and stronger drag-and-drop capabilities combined with reporting trees to logically group your accounts all within the familiarity of Excel	<b>Self-service, ad-hoc operational reporting</b> with multiple templates and drag-and-drop capabilities on mobile and web
<b>Report design</b>	Graphical report designer front end with <b>stronger report modification or customization in Excel</b>	Strong and <b>easier way to create ad-hoc reports</b> based on a <b>larger library of reporting templates</b>
<b>Drill-down</b>	Ability to drill down into the in-memory database; <b>stronger capabilities when modifying an existing drill-down report</b> through the Report Designer	Ability to <b>drill down directly into Sage X3</b> for a deeper analysis; <b>easier to use when user only needs to view a report</b>
<b>Graphics</b>	Ability to create <b>graphs for analysis</b> , combined with slicers to help you easily analyze the information	More powerful dashboard capabilities through <b>easy-to-use/-create cross-functional graphical analytics</b> with drill-down capabilities
<b>Adjusting forecasts</b>	By manually generating an Excel file and importing it back in Sage X3	By importing a file into Sage X3 through the integrated web reporting tool—with <b>write back capability</b>
<b>Distribution</b>	<b>Report scheduling and distribution</b> to all employees through Microsoft Scheduler	<b>Report scheduling distribution</b> to all employees with field-level security
<b>New customers</b>	<b>Included with the standard Sage X3 offering for new customers<sup>1</sup></b>	Option for all Sage X3 new customers <sup>2</sup>
<b>Current customers</b>	Option for all Sage X3 current customers	Option for all Sage X3 current customers

<sup>1</sup>For Sage X3 Product Update 9.0 (for NA, UKI, and AAMEA regions), not available for Sage X3 cloud. For Sage X3 Product Update 10.0 (for all regions), available also for Sage X3 cloud.

<sup>2</sup>Excel Add-In not available for Sage X3 Cloud customers with V7.1.6 release. Additional charges apply for licenses.

# *What's new in Sage X3 Intelligence Reporting?*

### **How has Sage X3 Intelligence Reporting been enhanced for Sage X3 version 9?**

We have included the following new features to further optimize how you use and report on your business's financial data:

- Wildcards and ranges have been introduced to enable you to quickly and easily define the lists of sites you want to report off of, as well as the dimensions in your formulas and reporting trees.
- You receive out-of-the box financial report layouts that cater for multiple years, multiple sites, multiple budgets, all nine dimensions available in Sage X3 that you are able to customize, as well as multiple charts of accounts and multiple ledgers.
- The Report Designer has been extended to support more account segment separators, allowing for a more consistent experience when reporting in Excel.
- Distribution has been stepped up a notch, and you can now not only send the reports with calculated values, but with embedded formulas too, allowing you to see the data behind the calculations.
- To save you time and effort in seeking help, the help file has been made context sensitive. This means that it will open directly on the section that pertains to where you are in the software.
- Integrated multicurrency support provides you with seamless access to the exchange rates maintained within Sage X3.
- A new icon labelled "Additional Reports" has been added to the Tools tab in the Report Manager module. Clicking this icon takes you directly to the Report Utility web page where you are able to download and install this exciting new tool and get access to new reports on an ongoing basis.
- If you have security enabled in the Security Manager, you will notice that you are able to assign certain rights to the specific roles pertaining to the users. These rights determine which reports the users have permission to run, view and/or edit.
- Reports can now be generated directly from the Layouts tab on the Task Pane by selecting the layout you require. This generates a new worksheet, which can be customized to comply with your company setup and unique requirements.
  - The following layouts are available: Analytical Income Statements; Actual YTD vs. Budget YTD vs. Prior YTD, Actual vs. Budget vs. Prior, Actual YTD vs. Prior YTD, Actual vs. Prior, Analytical Trial Balance, Financial Trial Balance, Financial Balance Sheet, and Financial Income Statements; Actual YTD vs. Prior YTD, Actual vs. Prior.
- The Reporting Tree unit preview screen has been enhanced and now allows you to view the dimensions that will be returned when setting up a Reporting Tree branch.

For more details on the latest Sage X3 Intelligence Reporting enhancements, please refer to the [Sage Intelligence Community](#).

### **What is the Report Utility?**

The [Report Utility](#) is a tool that you can download from our website, which enables you to automatically import any of the additional free reports from Sage Intelligence Reporting.

### **What is the cost involved to upgrade to the latest version if I already have Intelligence Reporting?**

There is no cost involved to upgrade to the latest version of Intelligence Reporting if you already have a previous version installed.

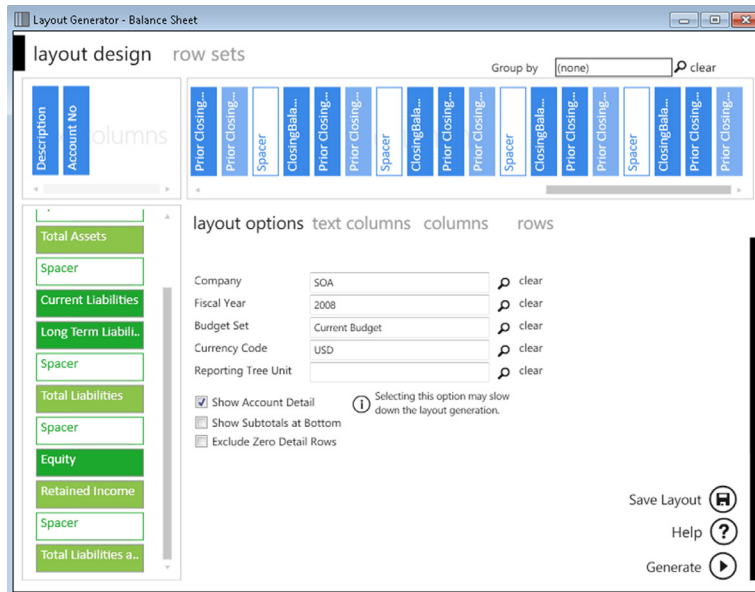
### **Are the Standard Reports that I get with Sage X3 Intelligence Reporting the same if I upgrade from Sage 100, Sage 300, or Sage 500 ERP Intelligence Reporting?**

The standard reports available for Sage X3 differ from those available for Sage 100, 300, and 500 ERP Intelligence Reporting. Sage X3 Intelligence Reporting focuses on financial reporting and provides you with different financial layouts to get going. Intelligence Reporting supports all ODBS drivers which means you are able to connect to both SQL and other databases, allowing you to report beyond just your financials.

Intelligence Reporting has a preconfigured connection and predefined financial templates for the SQL version of Sage X3 only. You will be able to set up a connection to another database in the Connector should you wish to report on other data. For more information on setting up connections in the Connector, please refer to the Intelligence Reporting Help File

## What is the Report Designer?

The Report Designer enables you to create financial layouts based on your current Sage business management solution (BMS) data, using companies, sites, and budget sets. The revamped Report Designer includes a Task Pane (previously known as the Report Designer Add-In) and the Layout Generator, both utilizing a powerful in-memory engine, enabling you to take full control of all design aspects of your financial reporting layouts.



## FINANCIALS

layouts lists formulas trees ...

Manage

- Balance Sheet
- IS - Actual - Budget - Prior
- IS - Actual vs Prior
- IS - Current Period
- IS - Actual vs Budget
- Trial Balance

## What is in-memory processing?

In-memory processing is a database management system that stores data entirely in your computer's RAM. Because working with data in-memory is much faster, the Report Designer is able to report on larger data volumes, greatly enhancing the performance of your financial reporting.

## What is the Layout Generator?

The Layout Generator is for those who may not have an advanced knowledge of Microsoft Excel. It provides an intuitive drag-and-drop interface to design and generate financial layouts quickly and easily.

## What is the Task Pane?

The Task Pane is especially for those who have an advanced knowledge of Microsoft Excel and are familiar with Microsoft Excel formulas. It provides a complete solution to design your financial reports using powerful Microsoft Excel functionality, therefore giving you complete control of the design of your report.

## Why would I want to convert my existing reports to the Report Designer report?

The revamped Report Designer improves your experience in the following areas:

- Performance—Improvements in performance of financial reporting due to use of powerful in-memory technology and simplified SQL queries
- Scalability—Out-of-the-box financial reports caters for multiple years, multiple sites, multiple budgets, all 9 dimensions as experienced in Sage X3, multiple charts of accounts, and multiple ledgers
- Multicurrency reporting—Integrated multicurrency support that provides access to exchange rates maintained within Sage X3
- Account roll ups—Ability to cater to ranges of accounts, wildcards and exclusions
- Flexibility—100% native use of Excel allows you to be in control of how your reports are formatted, making the design and maintenance of financial reports/ financial packs much faster and easier.
- Ease of use—A single financial report catering for financial and analytical data reporting, allowing this data to be combined into a single layout.

- Dimensional reporting—Reporting trees allow you to replicate your Sage X3 pyramids and easily perform advanced dimensional filtering.
- Drill down—Enjoy a simple right click drill down into balances and transactions from within Excel.

### **What is a range?**

A range indicates a series of results that you would like returned. This is indicated by using "TO" between the start and end value of your range. For example, A TO Z will return all values from A, A1, B2, C and so on, through to Z.

You have to use spaces before and after "TO" in order to ensure a clear distinction of your start and end range values is made.

### **What are wildcards?**

A wildcard is a character that may be substituted for any other possible character when returning a result. For example, the wildcard character "?" may be substituted for any one of the 36 characters, "A" through to "Z" and "0" through to "9."

### **Are the wildcards I can use to filter my accounts the same as the wildcards used for dimensions and sites?**

Wildcards available for account filtering are not the same as what you use for dimension and site filtering.

#### **The following wildcards are available for site and dimension filtering:**

- Question mark "?": This may be substituted for any one of the 36 characters, "A" through "Z" and "0" through "9." Multiple wildcards can be used to indicate the number of characters that should be substituted. For example, PJT = A??1 will return all projects A001 to AZZ1.
- Asterisk "\*": This may be substituted for any number of characters or numbers. A single asterisk is used to return the following results: PJT = A\* will return projects A, A1, AZZZ, and so on.
- Exclamation mark with brackets "[ ]": This can be used to indicate your exclusions. Only one exclusion list can be used per expression and should be indicated at the end. Other wildcards can also be used within your exclusion list, for example, PJT = A50 TO B100 ![A?6 to A7] will return projects A50, A80, A90 and so on, and not A26.

#### **The following wildcards are available for account filtering:**

- Question mark "?": This may be substituted for any one of the 36 characters, "A" through "Z" and "0" through "9." Multiple wildcards can be used to indicate the number of characters that should be substituted. For example, PJT = A??1 will return all project A001 to AZZ1.
- Asterisk "\*": This may be substituted for any number of characters or numbers. A single asterisk is used to return the following results: PJT = \* will return projects A, A1, AZZZ and so on.
- Minus "-": This can be used to indicate your deductions. for example, 1000 TO 2000 - 1500 will return all account values between 1000 and 2000 minus the value of account 1500.
- Plus "+": This can be used to indicate your inclusions, for example, 3000 TO 4000 + 1500 will return all account values between 3000 and 4000 plus the value of account 1500.

### **Can I use Intelligence Reporting for reports containing nonfinancial data?**

Yes, Intelligence Reporting has a preconfigured connection and financial containers for the SQL version of Sage X3. You can then copy, modify, and create new containers which access nonfinancial data from any Sage X3 module. For example, you will be allowed to access sales data to create Sales Dashboards. For more information on creating containers in the Connector module, please refer to the Sage Intelligence Reporting Help File.

### **Are Intelligence Reporting reports automatically backed up?**

No, you need to perform a manual backup of your reports. To do this, select the Report Manager module and click the File tab. Select the "Backup Metadata" option, which will ensure that your existing reports are backed up to the location specified.

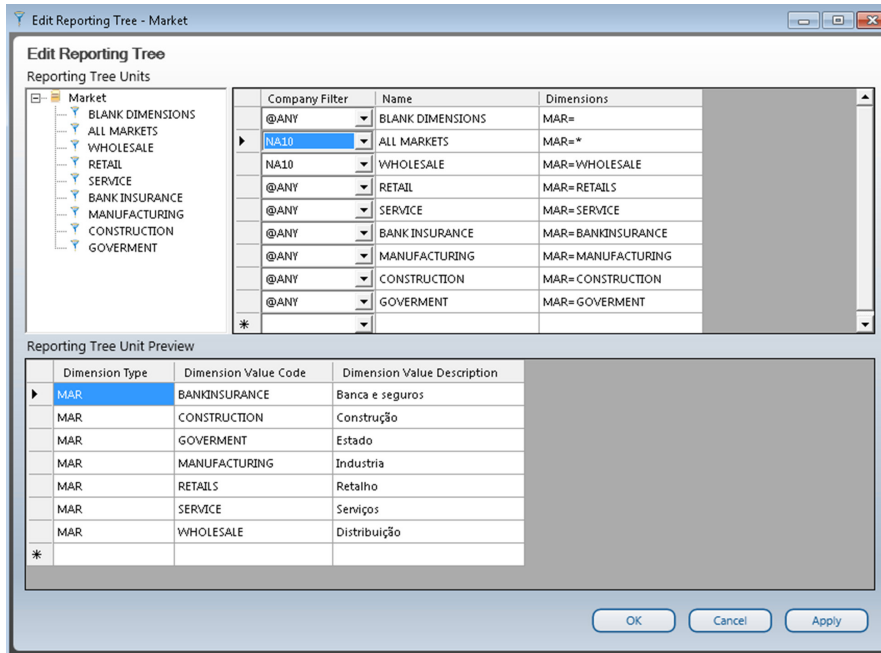
### **Do I require a Connector license to use Intelligence Reporting?**

No, you do not require a Connector license to use Intelligence Reporting. Report Viewer licenses can run existing reports so that you may get access to real-time information and have basic filter and parameter changing capabilities, including the ability to drill down. Report Manager licenses give you the same capabilities as the Report Viewer, plus the ability to make changes to existing reports, create new reports, to set up parameters, establish new templates, and more. More powerful report-building capabilities are available in the Report Designer module.

The Connector module however will give you access to unlimited multiple-disparate databases, as well as the ability to consolidate data from multiple companies. An additional Connector module is available.

### How do I use my dimension pyramids in Sage Intelligence Reporting?

You can use the Reporting Trees to replicate the dimension pyramids that you have set up in Sage X3. Using the Reporting Tree roll-up functionality, replicate the pyramid structure containing dimension groups:



## Customer requirements

Before you can install Sage Intelligence Reporting on a workstation or server, ensure that the system's hardware and software meets at least the recommended system requirements and that it has the necessary prerequisites installed.

### Recommended system requirements

- One of the following operating systems fully installed and operational:
  - Windows 7 (32- and 64-bit)
  - Windows 8 (32- and 64-bit)
  - Windows Server 2008
  - Windows Server 2012
  - Windows Terminal Server
- Ensure Sage X3 is fully installed and operational. For a complete guide on installing Sage X3, please refer to the Sage X3 installation guide.

**Note:** You do not need to have Sage X3 installed on the same workstation; however, the workstation will need to be able to access to the Sage X3 SQL database.

- Microsoft .Net Framework 4.0 (this will be installed upon installation of Intelligence Reporting if it is not present).
- Microsoft Excel 2007 or higher: Open Microsoft Excel at least once to ensure that it is fully licensed and activated before installing Sage Intelligence Reporting. Close Microsoft Excel before beginning the installation.
- Hardware: CPU > 1.3 GHz
- Memory: 4GB RAM
- Hard drive space: 350 MB

### What is the database connectivity supported by Sage Intelligence Reporting?

Intelligence Reporting uses ODBC and OLEDB technology to gain access to Open Database Systems. Intelligence Reporting includes direct support for most popular database systems and connection types which are included within the Connector module. For systems where a connection type does not exist but where the system has an ODBC driver, these can be accessed through the System DSN connection types within the Connector module.



## Training available for Sage Intelligence Reporting

There are a variety of Sage X3 Intelligence Reporting on-demand courses available on [Sage University](#).

## Resources

To help get going with Sage Intelligence Reporting, there are now more resources available in our resource library:

- Engage with partners and customers on [Sage Intelligence Reporting Community](#) forums.
- Download the one-page [Kick-off guide](#) to quickly get started on Sage Intelligence Reporting, including how-to videos and other great resources.
- [Subscribe](#) to Sage Intelligence Reporting and Excel tips and tricks emails.
- Register for upcoming [webcasts](#) conducted by a Sage Intelligence Reporting product specialist. Or view [recorded webcasts](#) anytime.
- Visit our [YouTube channel](#), which includes step-by-step videos on the features of Sage Intelligence Reporting.
- Download our latest [Report Utility](#) tool, enabling you the ability to access continually updated. You now no longer need to wait to download new reports: They can be automatically imported into the Report Manager module.

## Out-of-the-box reports

Sage X3 Intelligence Reporting ships with a number of predefined reports to get you up and running immediately. These include the following:

### **Analytical Income Statements**

Actual YTD vs. Budget YTD vs. Prior YTD  
Actual vs. Budget vs. Prior  
Actual YTD vs. Prior YTD  
Actual vs. Prior

### **Trial Balances**

Analytical Trial Balance  
Financial Trial Balance

### **Balance Sheet**

Financial Balance Sheet

### **Financial Income Statements**

Actual YTD vs. Prior YTD  
Actual vs. Prior

Please note these reports require an active Report Designer license

### **Additional reports available on an ongoing basis**

On top of the standard reports that you receive with Sage X3 Intelligence Reporting, there is a constantly updated library of additional reports available on our website for you to make use of. These reports are created according to customer feedback for you to access on an ongoing basis. To make these reports easily consumable, we have created a "Report Utility" that allows you to select the additional reports suitable to you and automatically imports them into a "New Reports" folder in your Report Manager module. All you need to do is download the Report Utility and follow the easy steps to select the reports you would like. These provide a great basis for you to build useful reports for your business, with minimal customization required.



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