

Sage Intelligence Centre

In this chapter, we look at the Sage Intelligence Centre add-on module.

- ◆ Sage Intelligence Centre Overview
- ◆ Working with the Sage Intelligence Centre

Business Intelligence Centre Overview

This add-on module lets you utilise the power of Microsoft Excel for reporting purposes. There are two versions of this module, the Standard Edition and the Advanced Edition.

The Standard Edition provides ready-boxed intelligent Excel reporting on your standard data. In addition, you can use the existing reports to create new reports. You can also write your own reports in Excel.

The Advanced Edition adds additional tools for skilled users and/or consultants. This powerful and cost effective report writing solution allows you to deliver Excel reports from any ODBC-compliant data source. For example:

- You can generate consolidated financial reports from any number of companies in one Excel workbook.
- You can create Excel reports that combine data from one or more Sage Pastel companies as well as any other third-party compliant database.
- You can use SQL or Excel formulas to convert data into new fields. For example, convert a date into a week.
- You can create new containers (views) to write reports that combine data in ways the standard reports do not.

Some features of the Business Intelligence Centre are:

- The system ships as standard a monthly boardroom pack. You can include drill-down to detailed ledger transactions, all in one Excel workbook.
- The system contains standard, customisable, and automated sales reporting using Excel's pivot tables.
- The system makes tables and fields available to you so that you can create your own customer reports.
- You can generate graphs.
- You can import reports written by certified consultants.

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- You can create report parameters such as period ranges.
 - You can create sub query reports, where one report passes its data into another one.
 - You can create union reports, where you access data from different sources.
 - You can schedule reports and run them in batches.

Working with the Sage Intelligence Centre

The Sage Intelligence Centre lets you utilise the power of Microsoft Excel for reporting purposes.

Why Excel?

Microsoft Excel is the standard data manipulation and reporting tool for today's managers. As an Excel user, you already use Excel to analyse data, make projections, simulate situations, generate graphs, and so on. Excel is a specialist tool built to let you manipulate, slice and dice your data, and it does it superbly.

The central issue is getting data into Excel so that you can manipulate it in the ways you want. That data is sitting in your accounting system. As your operators enter accounting data, and generate the day-to-day reports and analyses that you require, they are also generating the base data that you need for management analysis. This type of analysis moves beyond the strictly accounting realm into the realm of advanced management, reporting, and planning.

Sage Intelligence Centre does two main things for you:

- It creates base data in Excel right out of your accounting system that is as accurate and as up to date as possible.
- It provides you with useful reports and analyses as an optional starting point.

By extracting the data into a worksheet, Sage Intelligence Centre lets you work with the data outside of the accounting system, where you can manipulate it at your leisure. To do this, Sage Intelligence Centre makes extensive use of workbooks. This allows you to:

- Separate data from reports
- Generate multiple reports in a single worksheet

This makes your management workflow efficient and easy to control.

Once the data is in an Excel worksheet, you can create new reports, analyses, and graphs yourself, or you can use the tools supplied with Sage Intelligence Centre. You can use these tools as is, or you can modify them to suit your requirements. One of the tools, for example, is a set of management accounts that will produce professional looking income statements and balance sheets for various period ranges.

Extracting Data

Sage Intelligence Centre has various tools for extracting the data you require from your accounting database. You can use the system in a relatively automated fashion, or, if you have the expertise, you can source data from multiple accounting databases or any third party ODBC-compliant data.

Sage Intelligence Centre makes use of the following objects to extract all and only the data you require:

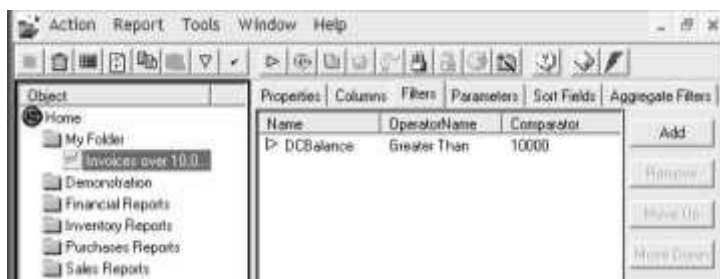
- A Data Connection holds the relevant connection information to connect to a supported ODBC or OLEDB compliant Data Source. You use this Data Connection object for all connections to this Data Source. An automatic connection system links to your accounting database system. A single Data Connection typically represents a set of company data. You can create as many connections as you require.
- A Data Container is set of Data the System Administrator makes available. It gives you access to the data using the Report Manager. The source of this data can be a database table, a view, a stored procedure, or a join based on two or more tables/views. You use the latter, for example, to access invoice headers and their associated lines. Typical data containers could be the set of general ledger transactions for the year, customers over their credit limit, and so on. You can create as many Data Containers as you require.
- A Data Expression is usually a field in a Data Container chosen by the System Administrator to be available through the Report Manager. For example, the Administrator chooses which fields on a customer master file are available. A Data Expression can also be a SQL Expression or an Excel formula. You can create as many Data Expressions as you require.

Once all the containers and expressions are set up (if you do not use the standard ones), you create or edit a report to move the data. Most of the time, all you need to do is to choose the fields from the various database tables in the system. Besides choosing which fields, you can include powerful filters to ensure that you only have the data you require. You can also specify a sort order for the data you are generating.

You access Sage Intelligence Centre via the system tree... Reports or the Business Intelligence Centre menu option. You choose the option you require from the sub menus.

In the Report Manager function, you create reports using data sources. To access this function, choose the Sage Intelligence Centre...Report Manager menu option. On the system tree, choose the Sage Intelligence

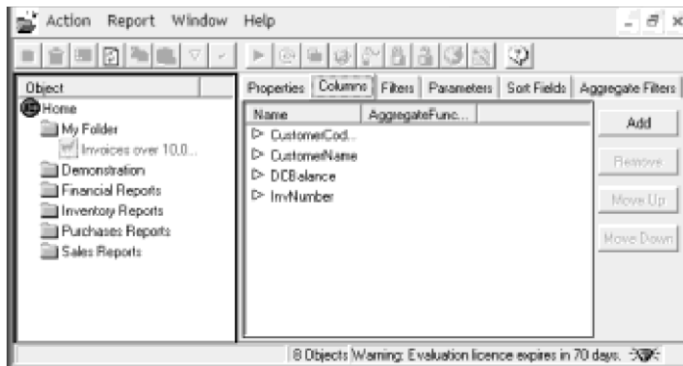
Centre...Report Manager function. Here is a small sample report that extracts invoices greater than 10,000:



In the report's Filters tab, we limit the report to include invoices with a total value greater than 10,000.

You use the other tabs to sort data and specify column sequences. In the Properties tab, you can link to an Excel report template. The system ships with standard templates, which you can modify. You can also add new templates.

In the Columns tab, you select the fields you require in the report:



You can run the report simply by right clicking the report in the above screen and then choosing the Run option from the menu:

	A	B	C	D
1	CustomerCodeName	CustomerName	DCBalance	InvNumber
2	TVA001 - TVAL Wholesalers	TVAL Wholesalers	24375.7	INV0001
3	ABC Company - ABC Company HQ	ABC Company HQ	51555.79	INV0002
4	ABC Company - ABC Company HQ	ABC Company HQ	51555.79	INV0003
5	ABC Company - ABC Company HQ	ABC Company HQ	51555.79	INV0004
6	ABC Company - ABC Company HQ	ABC Company HQ	51555.79	INV0005

We did not use a template, so the report generates as a standard spreadsheet.

Standard Reports and Templates

The system ships with a powerful set of standard reports and templates. Here is a management pack example:

SelectedDate	A	B	C	D	AV	AV	AV	AZ
1	May				Current Mth	YTD	YTD	YTD
2			24		Prior	Actual	Budget	Prior
3					1	1	1	1
4				Period	1	1	1	1
5				6	62			
12	Advertising	5	Advertising					
13	Bad Debit	6	Bad Debit					
14	Bank Charges	7	Bank Charges			300.00		
15	Buildings Acc. Deprec	8	Buildings Acc. Depreciation					
16	Buildings Cost	9	Buildings Cost					
17	Cash Flow	10	Cash Flow					
18	Commission Paid	11	Commission Paid					
19	Computer Equipment Acc.	12	Computer Equipment Acc. Depreciation					
20	Computer Equipment Cost	13	Computer Equipment Cost					
21	Contributions	14	Contributions					
22	Cost of Goods Sold	15	Cost of Goods Sold			1904.00		8094.00
23	Credit Card	16	Credit Card					
24	Current Account	17	Current Account			-2593213.00		

Sage Intelligence Centre generates this spreadsheet. The Lookup workbook contains the data that it extracted from the accounting system.

In the MENU workbook, you can choose a report:

	C	D	E	F	G	H	I	J	K	L	M	
1	AllModules											
2	Management Accounts											
3	Year2											
4												
5												
6												
7												
8												
9	Actual / Budget / Variance / Blank 1-12 & YTD					Income Statement						
10	Actual / Prior / Blank 1-12 & YTD					Income Statement		Balance Sheet				
11	Actual / Budget / Prior / Blank 1-12 & YTD					Income Statement						
12	Actual 1-12 & YTD					Income Statement		Balance Sheet				
13	Actual 1-12 / Blank / Budget 1-12 & YTD					Income Statement						
14	Actual 1-12 / Blank / Prior 1-12 & YTD					Income Statement		Balance Sheet				
15	Actual 1-12 / Blank / Budget 1-12 & YTD					Income Statement						
16	Actual 1-12 / Blank / Prior 1-12 & YTD					Income Statement		Balance Sheet				
17	Actual 1-12 / Blank / Budget 1-12 & YTD					Income Statement						
18	Actual 1-12 / Blank / Prior 1-12 & YTD					Income Statement		Balance Sheet				
19	Actual 1-12 / Blank / Prior 1-12 & YTD					Income Statement						

You can click each button to generate the relevant report automatically.

Sage Intelligence Centre

Here is a balance sheet:



		Jan 03	Jan 03	Jan 03
		Opening	Actual	Prior
CAPITAL EMPLOYED				
	Capital	-	-	
	Accumulated Profit	1,370.57	66,421.07	
	Long Term Liability	-	-	
	Total	1,370.57	66,421.07	
EMPLOYMENT OF CAPITAL				
FIXED ASSETS				
	Fixed Asset	-	-	
CURRENT ASSETS				
	Total	406,771.47	76,596.72	
	Current Asset	406,771.47	76,596.72	
	Bank	-	-	
CURRENT LIABILITIES				
	Total	405,400.30	10,175.65	
	Current Liability	405,400.30	10,175.65	
	NET CURRENT ASSETS/LIABILITIES	1,370.57	66,421.07	

The report is a new workbook. You can create as many workbooks as you require.

You can expand or contract the report levels. Here we expanded the Current Assets section:

	Accumulated Profit	1,370.57	66,421.07
	Long Term Liability	-	-
	Total	1,370.57	66,421.07
EMPLOYMENT OF CAPITAL			
FIXED ASSETS			
	Fixed Asset	-	-
CURRENT ASSETS			
	Total	406,771.47	76,596.72
	Current Asset	406,771.47	76,596.72
	Prepayments	-	-
	Receivables Control	11,601.94	11,601.07
	Recovery	-	-
	Staff Loans	-	-
	Stock	395,103.63	64,997.65
	Sundry Receivables	-	-
	Undeposited Funds	-	-
	Work in Progress	-	-
	Bank	-	-

Here is an example of a sales analysis. Business Intelligence Centre turns raw data that looks like this:



Microsoft Excel - Pastel Sales Master.xls

File Edit View Insert Format Tools Data Window Help Report Tools

Type a question for help

A1 cp

	A	B	C	D	E	F	G	H
1	cp	CustomerCategory	CustomerCodeName	CustomerName	ClustSupplD	Date	Description	DocNo
2	1055 22093	Durban	FRUJ01-FRUITY JOES	FRUITY JOES	FRUJ01	30-10-03	Archies Red Apples	CRN11551
3	105 9593023	Durban	TROT01-TROTTERS CC	TROTTERS CC	TROT01	03-11-03	Bohemian Grapey Te	CRN11551
4	786 2209302	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	28-10-03	B & X Wholenuts	CRN11551
5	75 98837209	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	25-10-03	Captain Vital Signs C	CRN11545
6	73 81976744	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	19-10-03	Ricky Liquors - Branc	CRN11545
7	73 81976744	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	19-10-03	Ricky Liquors - Branc	CRN11545
8	140 2325581	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	19-10-03	Rosy Blade Peaches	CRN11545
9	141 8604651	Durban	BRON01-BRONNIES CC	BRONNIES CC	BRON01	25-10-03	Woodndge Red Ched	CRN11545
10	255 9302326	Durban	KENS01-KENS TAVERN	KENS TAVERN	KENS01	19-10-03	Yardville Health Ale	CRN11545
11	138 1453488	Durban	BOTT01-BOTTLE SHOP	BOTTLE SHOP	BOTT01	01-09-03	Crystal Puddle Ranbe	IND11544
12	1055 215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	22-12-03	Archies Red Apples	INV11722
13	1055 215116	Durban	FRUJ01-FRUITY JOES	FRUITY JOES	FRUJ01	19-12-03	Archies Red Apples	INV11719
14	1055 215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	07-12-03	Archies Red Apples	INV11713
15	1055 215116	Durban	CIND01-CINDEES BAR	CINDEES BAR	CIND01	06-12-03	Archies Red Apples	INV11712
16	1055 215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	02-12-03	Archies Red Apples	INV11710
17	1055 22093	Durban	FRUJ01-FRUITY JOES	FRUITY JOES	FRUJ01	30-10-03	Archies Red Apples	INV11690
18	1055 232558	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	28-10-03	Archies Red Apples	INV11689
19	1055 22093	Durban	FRUJ01-FRUITY JOES	FRUITY JOES	FRUJ01	13-10-03	Archies Red Apples	INV11679
20	1055 215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	06-10-03	Archies Red Apples	INV11674
21	1055 215116	Durban	ALLS01-ALL SORTS STOP SHC	ALL SORTS STOP SH	ALLS01	07-09-03	Archies Red Apples	INV11656
22	105 2034884	Durban	HIGG01-HIGGINS THINGS	HIGGINS THINGS	HIGG01	08-11-03	Archies Red Chiles	INV11695
23	896 9709302	Durban	JENU01-JENS JAMS	JENS JAMS	JENU01	30-09-03	Archies Red Plums	INV11670
24	237 2093023	Durban	DAYB01-DAYBREAK CAFE	DAYBREAK CAFE	DAYB01	17-10-03	Big Max Day Break	INV11680

Ready

Into organised tables like this:

Microsoft Excel - Pastel Sales Master.xls

File Edit View Insert Format Tools Data Window Help Report Tools

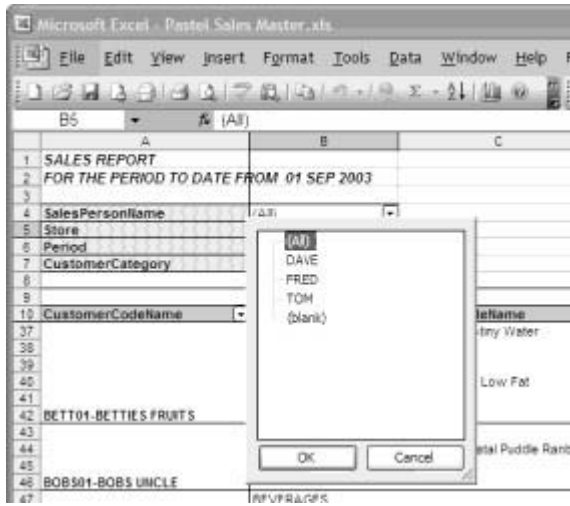
Type a question for help

B5 (All)

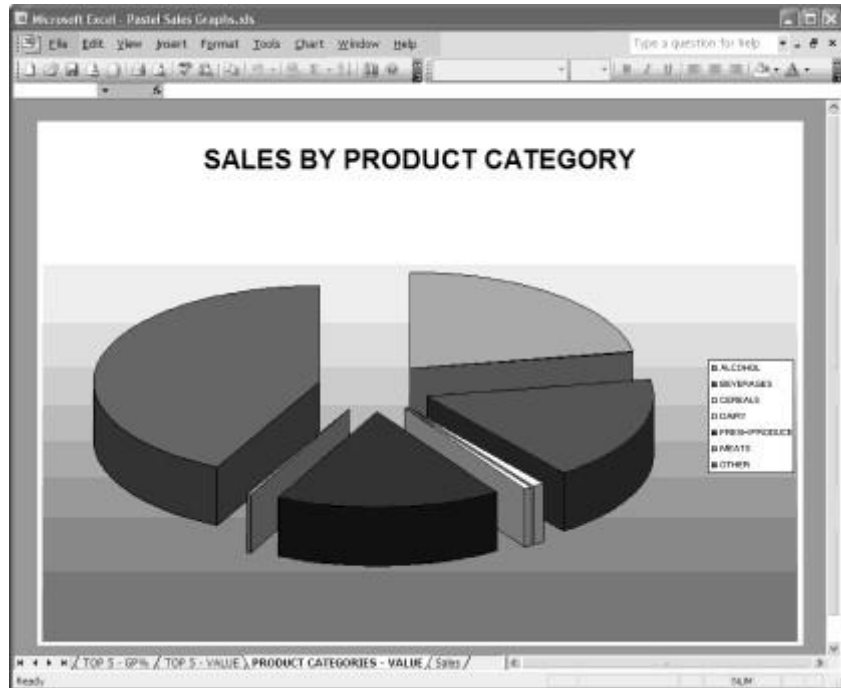
1	SALES REPORT							
2	FOR THE PERIOD TO DATE FROM 01 SEP 2003							
3								
4	SalesPersonName	(All)						
5	Store	(All)						
6	Period	(All)						
7	CustomerCategory	(All)						
8								
9								
10	CustomerCodeName	ProductCategory	ProductCodeName	Qty	Total Cost	Total Sale	GP	GP%
37			DEST03-Des-Iry Water	8	1,501.56	1,393.74	392.18	26.14%
38								
39		DAIRY		4	433.26	593.55	160.29	27.01%
40			MLK01-Milk - Low Fat	4	433.26	593.55	160.29	27.01%
41								
42	BETT01-BETTIES FRUITS			4	562.67	722.58	169.91	23.51%
43		BEVERAGES		4	562.67	722.58	169.91	23.51%
44			CRY503-Crystal Puddle Ranberry	4	562.67	722.58	169.91	23.51%
45								
46	BOB501-BOBS UNCLE			18	4,837.06	5,835.40	1,798.43	30.82%
47		BEVERAGES		15	1,678.40	2,448.39	769.99	31.45%
48			BOHE01-Bohemian Grapey Tea	12	1,271.51	1,829.83	557.52	30.48%
49			CRY504-Crystal Puddle Spring W	3	405.88	619.35	212.47	34.31%
50								
51		OTHER		3	2,358.66	3,387.10	1,028.43	30.38%
52			BX200S-B & X Wholenuts	3	2,358.66	3,387.10	1,028.43	30.38%
53								
54	BOTT01-BOTTLE SHOP			3	414.44	540.80	125.56	23.25%
55		BEVERAGES		3	414.44	540.80	125.56	23.25%

Ready

You can range within this table on just about any of the fields. Here, we can choose a salesperson:



You can turn these values into graphs:



Finally, here is an example of a dashboard interface that summarises key values graphically:

