Sage 300 ERP
Intelligence Reporting
Getting Started Guide

Debra Holder
March 2014

Table of Contents

Introduction

Who Should Read This Guide

This guide is designed to help you become familiar with the Sage 300 ERP 2014 Intelligence Reporting modules and their functions and is written for the novice Intelligence Reporting user.

For more information, please refer to the Getting Help topic.

About Sage Intelligence Reporting

Intelligent business reporting at your fingertips

Intelligence Reporting empowers you to quickly and easily obtain the information you need for improved reporting across your entire business. Based on the familiar Microsoft® Excel® application, Sage Intelligence Reporting lets you effortlessly create reports and analyze data, improving your visibility into your organization and helping you make informed business decisions.

Sage 300 ERP 2014 gives you the competitive edge by providing business intelligence that is:

- **Easy to use:** due to a familiar Microsoft Excel interface and a powerful set of reports to get users up and running immediately.
- **Real-time:** with up-to-date trusted data extracted directly from the source at the time the report is run.

Benefits of using Sage Intelligence Reporting

Sage Intelligence Reporting sets itself apart as an intelligent step forward for users who may only be using a spreadsheet program for their current reporting needs. Intelligence Reporting increases your productivity by eliminating manual report preparation, repetitive data extracts and complex back-end data joins to provide you with up-to-date, accurate and presentation-quality reports for informed decision-making.

Intelligence Reporting uses Microsoft Excel, which means you can view, analyze and distribute information in a tool you already know and leverage its powerful functionality.

Immediate ROI

- Get up and running immediately with out-the-box financial and management reports.
- Save time and improve productivity through automated reports.
- Leverage existing Excel investment and skills in your business.

Improved visibility

- Extract up-to-the-minute high level summaries and dynamically drill-down to detailed ledger transactions.
- Empower your staff with timely, meaningful information and trend reports to improve collaboration.
- Effortlessly consolidate data from multiple companies, divisions and databases.

Improved flexibility

- Quickly identify and respond to trends using sophisticated, customized dashboards.
- Efficiently view, manipulate, analyze and distribute reports in a familiar Excel format.
- Create in-depth financial, operations, customer, and vendor reports on-the-fly.

How it Works

Sage Intelligence Reporting offers advanced reporting software that can be used to create customized Excel reports from any compliant data source, enabling quick and easy access to real-time information you need for operations and strategic planning. Effortlessly create reports and analyze data, utilizing the familiar Microsoft Excel application.

Sage Intelligence software is a new generation BI product, designed from the ground up with the needs of SMMEs in mind, for example:

- It specifically addresses serious challenges around financial reporting – which is prevalent worldwide – like departmental reporting, GL segmentation, project reporting.
- It caters well for consolidated reporting from multiple sources.
- The product components are structured to cater for a basic user up to the more advanced.

Overview of the Modules

Sage Intelligence Reporting can give users an open view of their data across several platforms and consists of user friendly modules:

- The Sage Intelligence Connector allows access to the information you 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.
- The Sage Intelligence License Manager manages licenses for each module (Report Manager, Connector, OLAP Manager, Report Viewer and Report Designer).
- The Sage Intelligence Report Manager allows authoring of new reports from existing data containers as well as editing of existing standard reports including filtering and aggregating of data. It also supports auto-emailing of reports, scheduling reports, and publishing report output to HTML for intranet/Internet.
- The Sage Intelligence OLAP Manager is an additional module that functions between the Sage Intelligence Reporting Connector Module and the Sage Intelligence Reporting Report Manager module. The purpose of the OLAP Manager is to use an existing connection to a database provided by the Sage Intelligence Reporting Connector to access data and create an offline .cub file. This .cub file is then in turn used by the Sage Intelligence Reporting Report Manager module to create reports and finally Microsoft Excel is used to browse this cube data and create an output that can be linked to Sage Intelligence Reporting and refreshed as and when required.
- The Sage Intelligence Report Viewer allows real time running of reports, editing capabilities in Excel and offers drill-down functionality on existing reports and templates.
- The Sage Intelligence Report Designer expands upon the functionality of the Report Manager to provide simplified “drag and drop” report creation capabilities allowing you to build impressive reports showing critical business analytics that your management teams can use to enable insightful decision making at every level.
- The Sage Intelligence Security Manager defines security for reports and users.

Overview of Standard Report Structure

The following components form the basis of simple reporting:

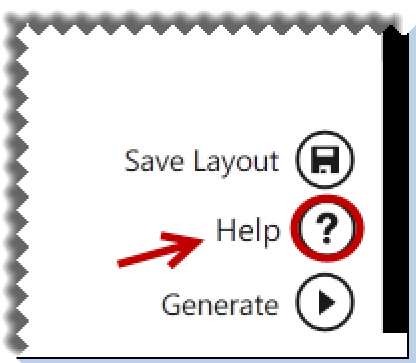
- A container which defines what data you are reporting from (these are housed in the Connector)
- A report is linked to this container (you can have more than 1 report per container, and reports are housed in the Report Manager – a report defines what fields you want in the report and any filters or parameters you would like to apply to the data at the time you run the report.
- An Excel workbook that is linked to a report which defines how you want the data displayed.

Getting Help While You Work

To get help while working with Intelligence Reporting press the **F1** key or

- From within the Report Manager or Connector, on the **Help** tab, click **View Help**.

- From within the Report Designer Layout Generator, click the **Help** icon.



Report Manager

Overview

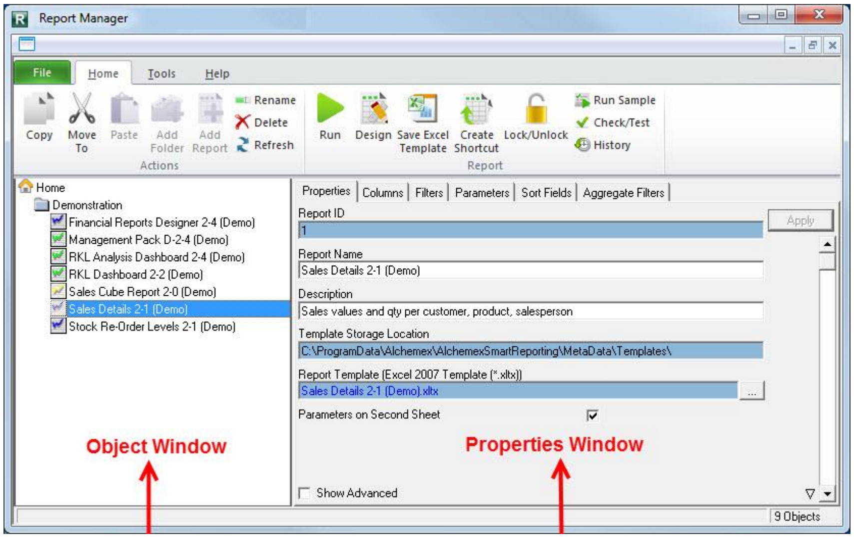
Report Manager Function

The Report Manager allows you to create new reports or edit existing reports, as well as filter and aggregate data.

The following key functionality is supported in the Report Manager.

- Auto connection to your ERP database.
- Comes with a set of standard reports for Financial Reports, Dashboards, Sales, and GL.
- You can create your own reports on existing containers.
- You can import reports from other sources or that may have been specially developed.
- You can copy standard reports and change them to suite your needs.
- You can use the Dynamic Drill Down functionality in any report.
- You can create run-time versions of your reports and run them as viewers from your desktop.
- You can create your own filters and parameters to control what data is extracted at the time of running a report.
- You can schedule reports to run at set times and choose your report output i.e. Email; save to HTML for intranet/internet distribution or automatically save to a file server location.

The Report Manager Interface includes a ribbon to simplify its use.



To use the functions of the Report Manager Interface you will first need to select an object (i.e. a folder or report) in the object window. When you have selected an object in the object window, you can edit the properties of your chosen object by using the property fields provided in the properties window. To save any changes you make to the properties of your chosen object, you must click the **Apply** button.

Report Manager Ribbon

The Report Manager Ribbon options are as follows:

Icon	Name	Description
	Copy	Copies the selected object to the clipboard
	Move To	Moves a connection or a container
	Paste	Pastes an object from the clipboard into the selected object
	Add Folder	Adds a folder
	Add Report	Adds a new report
	Rename	Allows the selected object to be renamed
	Delete	Enables the user to delete their selection
	Refresh	Refreshes on screen properties of the selected object
	Run	Runs a report
	Design	Allows the user to design a report by opening its template in Microsoft Excel for modification
	Save Excel Template	Enables the user to create a template for the current report from an open Microsoft Excel workbook
	Lock/Unlock	Locks or unlocks the current report
	Run Sample	Runs a report using just a sample of the data (sample size is specified by the user). Useful when designing and testing reports that are data intensive
	Check/Test	Use this to check that a report satisfies minimum requirements to function correctly. Minimum

Icon	Name	Description
		requirements are that at least one Column is selected and that if a template has been assigned to the report then that the template exists
	History	Displays a Reports Run History
	Import Report	Enables the import of reports previously exported from other Sage Intelligence Reporting systems
	Export Report	Enables the export of reports for import to other Sage Intelligence Reporting systems
	Output Mode	Allows the output of a report to be sent to the screen instead of Excel for debugging purposes
	Toggle Hidden Reports	Allows hidden reports to be viewed
	Generate Scheduler Command	Generates the command to run the report unattended
	Bulk Import/Update	Allows the bulk import of new reports or updating reports
	Run All Reports	Runs all the reports in the chosen folder from top to bottom
	Clean Pivot Fields	Opens template and removes all currently unused pivot field pivot items
	Clear Report History	Permanently deletes the instance history for the report
	System Variables	Displays the system variables available
	Unlock Microsoft Excel	It is possible that if a report runs into rendering problems Microsoft Excel can be left locked. This will unlock Microsoft Excel and allow user interaction
	Help	Launches the Help Files
	Website	Launches the Sage 300 ERP website
	Online Academy	Launches the Online Academy
	Knowledge Base	Launches the Knowledge Base

Icon	Name	Description
	About	Launches the About window which allows you to view the product versions, licensing details and enabled features

Using Shortcut Keys

You can use various shortcut keys as follows:

Shortcut Key	Description
CTRL-R	In the Report Manager, this runs the selected report
CTRL-C	Copies the selected object
CTRL-V	Paste an object from the clipboard
DEL	Deletes the selected object
F1	Opens the help file in a new window
F2	Renames the selected object
F5	Refreshes the object list
F12	Adds a child object to the selected object

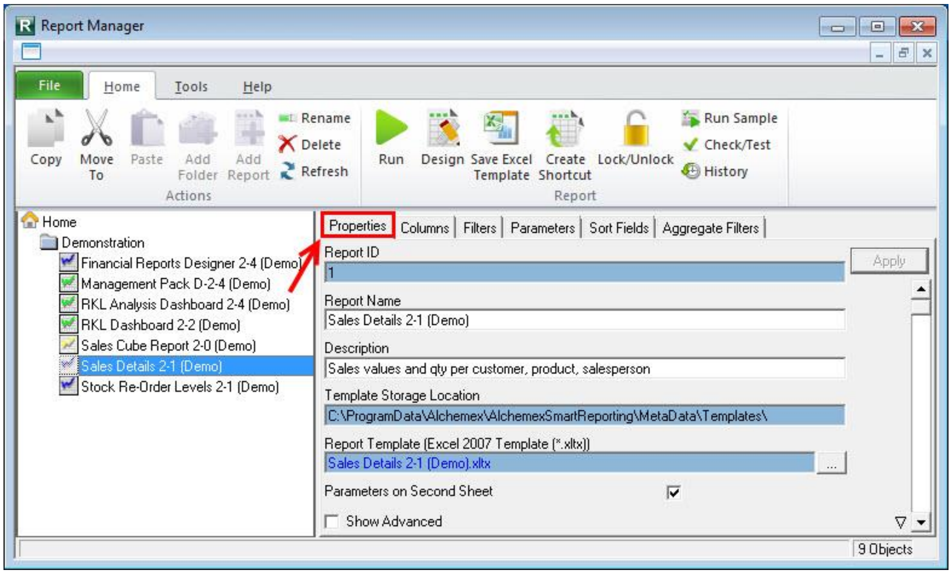
Report Properties

The report type (Standard, Dataless, Sub Query or Union) determines which standard tabs are available in the selected Properties window. A typical Properties window of standard report types has, besides the Properties tab, also a tab for each report output property, namely Columns, Filters, Parameters, Sort Fields, and Aggregate Filters.

When selecting a report, tabs appear on the right of the screen. These tabs allow you to modify the report's display output.

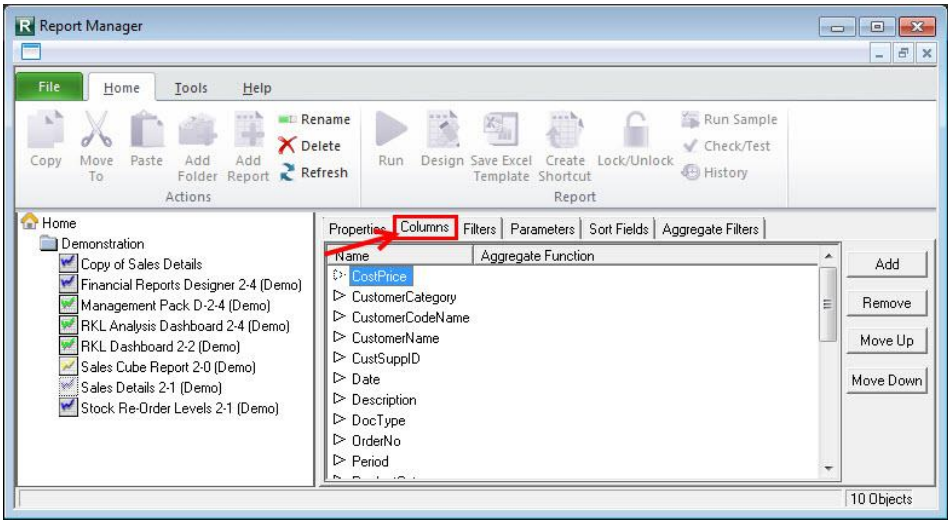
Properties Tab

The **Properties** tab enables you to view and change general report details such as the report name and description.



Columns Tab

The Columns window lists the columns that make up the Excel report.



Connector

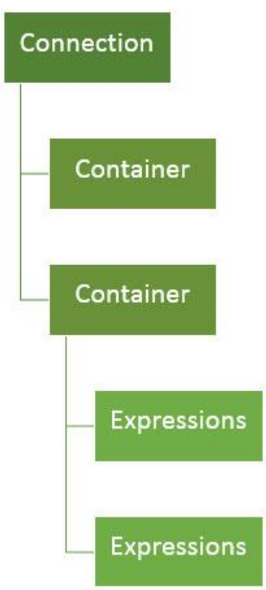
Connector

The Connector maintains the connectivity between Sage Intelligence Reporting and your ERP accounting (or other) data sources. The Connector also allows an organization's System Administrator to configure the metadata so as to empower the users to create their own reports.

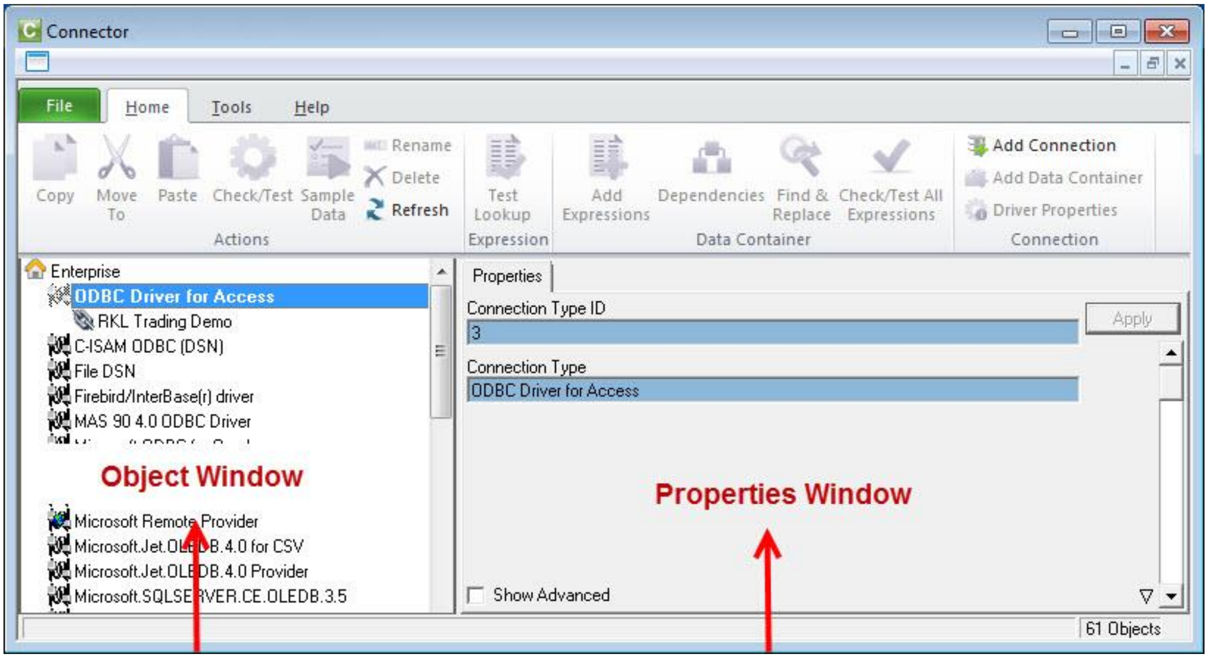
The Connector adds additional tools for skilled users and/or consultants. This powerful report writing solution allows you to deliver Excel reports from any ODBC compliant data source. The following key functionality is supported.

- You can consolidate information from multiple, different sources.
- You can consolidate information across multiple companies on the same system.
- You can create your own containers incorporating user define fields.
- You can use the graphical join tool to create relationships between various entities like tables and views in your database.
- You can create your own fields on the fly that are not stored in the data source.
- You can take advantage of advanced query language syntax to do complex data interrogation.
- You can take advantage of stored procedures or views that have been created in the source database.

The Connector contains connections to the ERP accounting database/s. Inside the connection are containers which are the tables, joins or stored procedures in the database/s, and inside the containers are the Expressions which are the fields in the tables, joins or stored procedures.



The Connector Interface



To use the functions of the Connector, you will first need to select an object (i.e. A Data Connection, Data Container or Data Expression) in the Object window.

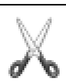
When you have selected an object in the Object window, you can edit the properties of your chosen object by using the Properties fields provided in the Properties window.

To save any changes you make to the properties of your chosen object, click the **Apply** button.

The Connector also includes a Ribbon to simplify the use of the Intelligence Reporting software functionality.

Connector Ribbon

The Connector Ribbon has various options which perform the following functions:

Icon	Function	Description
	Copy	Copies the selected object to the clipboard.
	Move To	Moves a connection or a container.
	Paste	Pastes an object from the clipboard into the selected object.
	Check/Test	Checks that the selected object will function correctly.

Icon	Function	Description
	Sample data	Takes a 50 row sample from the selected source data container and displays this data on the data screen.
	Rename	Allows you to rename the selected connection, container or expression.
	Delete	Enables the user to delete their selection.
	Refresh	Refreshes on-screen properties of the selected object.
	Test Lookup	Returns all of the values from the General Ledger.
	Add Expressions	Enables the user to add a data expression.
	Dependencies	Returns the list of reports using the selected container.
	Find and Replace	Finds a value and replaces it with another value.
	Check/Test All Expressions	Checks all expressions in a data container.
	Add Connection	Enables the user to add a data connection.
	Add Data Container	Enables the user to add a data container.
	Driver Properties	Returns the driver properties of a connection.
	Import Report	Enables the import of reports into your system.
	Direct Query	Opens the SQL Direct Query window.
	Configure Engine	Allows configuration options for the Excel Output Engine to be set.
	System Variables	Allows the system variables to be viewed.
	Log File	Allows the log file to be viewed or deleted.
	Apply Metabase Update	Applies a supplied Metadata Hot fix or Service Pack.

Icon	Function	Description
	Help	Launches the Help Files.
	Website	Launches the Sage 300 ERP website.
	Online Academy	Launches the Online Academy.
	Knowledge Base	Launches the Knowledge Base.
	About	Launches the About window which allows you to view the product versions, licensing details and enabled features.

Using Shortcut Keys

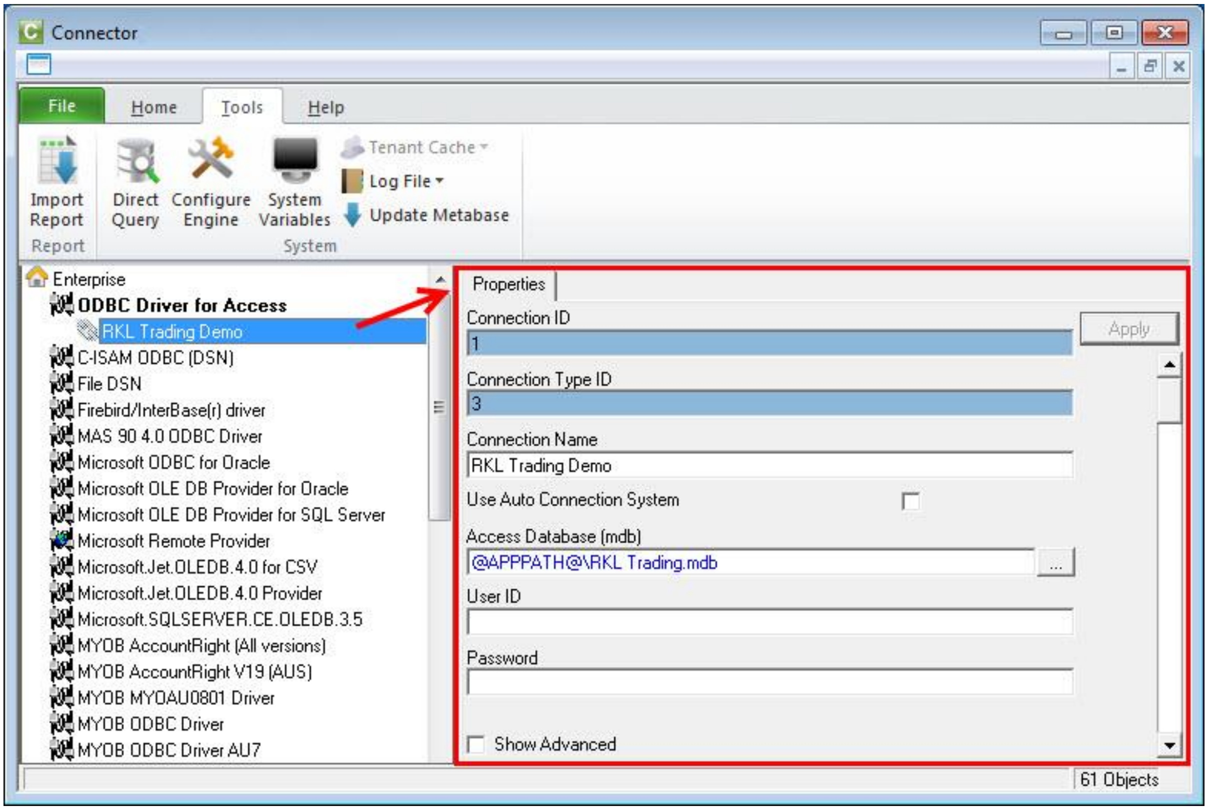
You can use various shortcut keys as follows:

Shortcut Key	Description
CTRL-R	In the Report Manager, this runs the selected report.
CTRL-C	Copies the selected object.
CTRL-V	Paste an object from the clipboard.
DEL	Deletes the selected object.
F1	Opens the Help file in a new window.
F2	Renames the selected object.
F5	Refreshes the object list.
F12	Adds a child object to the selected object.

Data Connection

A Data Connection holds the relevant connection information to connect to a supported ODBC or OLEDB compliant data source. This Data Connection object is then used for all connections to this data source. By adding a data connection the System Administrator can make data available from this data source.

To display the properties of your data connection, in the Connector, select the data connection in the object window. The data connection properties window will appear in the right pane.



To hide/unhide advanced properties check/uncheck the **Show Advanced** option 

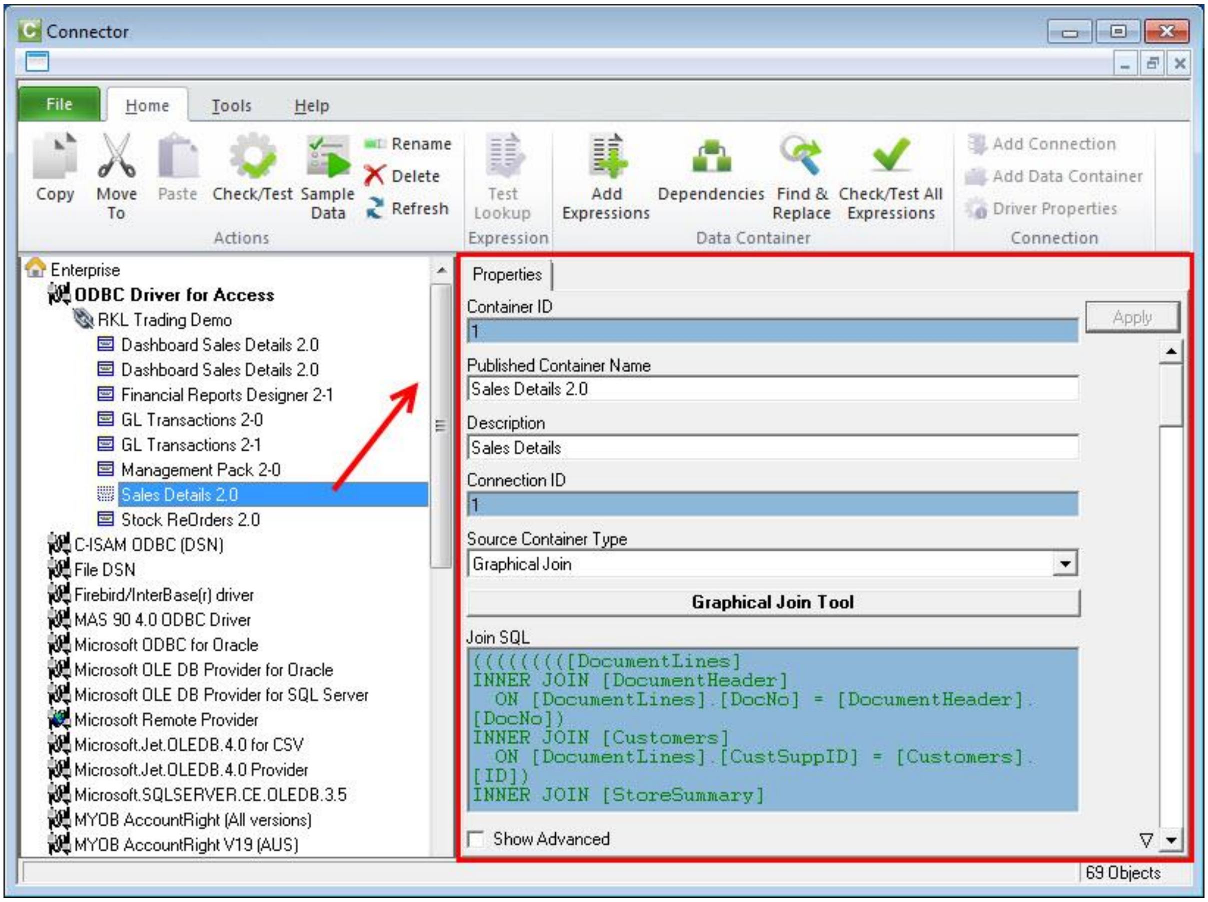
Property	Description
Connection ID	A technical key value used to identify the data connection.
Connection Type ID	Value used to associate the data connection with a connection type.
Use Auto Connection System	The Auto Connection System is a system used to automate a connection to a data source at report execution time. This system allows the database connection properties for reports to be set at execution time and not to be hard wired into the connection in the Connector. **For more information see Auto Connection System.**
Connection Name	The name assigned by the Administrator for the Data Connection.

Property	Description
User ID	The user ID that will be used to gain a connection to the underlying data source.
Password	The password that will be used to gain a connection to the underlying data source.
Use Time with Dates	Forces the full date and time values to be passed to the underlying database system. If this option is not selected the Date Format (to pass to Driver) will be enabled and the format specified will be used, otherwise the Date Time Format (to pass to Driver) will be enabled and the format specified will be used. **For more information:** See Connection Date Time Formats.
Date Format (to pass to Driver)	The date format that the underlying Database System expects dates to be presented in. This is the format that Intelligence Reporting will convert dates to, before passing them to the underlying system. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager interface. It is not the date that a user of the Report Manager has to use. **For more information:** For a full list of the expected date formats for supported connection types, refer to Connection Date Formats. **TIP:** This is only available when **Use Time with Dates** is not selected.
Date Time Format (to pass to Driver)	The Date Time format that the underlying Database System expects dates/times to be presented in. This is the format that Intelligence Reporting will convert dates to before passing them to the underlying system. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager interface. It is not the date that a user of the Report Manager has to use. **TIP:** For a full list of the expected Date Formats for supported Connection Types, refer to Connection Date Formats.
Date/Time Delimiter	This is the Date Delimiter that the Connection expects dates to be prefixed and suffixed with. This needs to be correctly configured in order for Filters and Parameters to work correctly with dates in the Report Manager interface. Most systems use a single quotation mark (') for this while some use a hash (#) symbol.
Connection Type	Sets the type of the Data Connection.

Data Container

Using the Connector, data is made available through the addition of data containers and relevant expressions. The source of the underlying data can be a Table, a View, a Stored Procedure or a user defined SQL Join or Graphical Join.

To display the properties of your data container, select the data container in the Object menu. The data container properties will appear in the properties pane.



Property	Description
Container ID	A technical key value used to identify the Data Container.
Published Container Name	The name assigned by the System Administrator for the Data Container.
Description	A description for the Data Container.
Connection ID	A technical key field for the Data Connection to which the Data Container is assigned.
Source Container	The name of the underlying Source Data Structure (Table, View or Stored Procedure) or a supported SQL Join to define a set of data. Note that selection for the Source Container Type property must reflect what is held in this Source Container property.

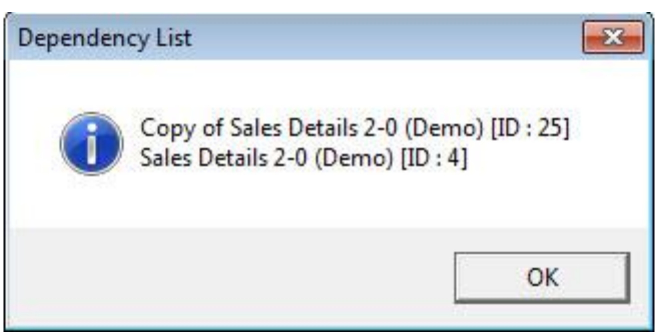
Property	Description
Source Container Type	This is used to specify how the underlying source data is held. Set this to ‘Table’ if it is simply a single data structure (most common), to a ‘View’ if it is a virtual table based on a query and to a ‘Join’ if it is a logical combination of data from two or more tables defined using a SQL join.
Timeout Enquiries After (Seconds)	Allows a threshold to be set for the amount of time that Intelligence Reporting will spend attempting to query the Data Container. • Set this to **0** for Intelligence Reporting to wait indefinitely for execution to complete. • Set this to **-1** for Intelligence Reporting to use the defaults settings of the underlying database system. **NOTE:** This setting may have no effect for certain underlying database systems. **For more information:** Refer to Troubleshooting Timeouts.
Container Licensed To	Sets the company that has been authorized to import reports that use this container. If this property is left blank then anyone can import and use the Container.
Container Owned By	Sets the company that is the owner of the original Container and all those created on import to other systems.

In addition to these container properties you can also view a list of reports that have been created from this container.

To view the list, do the following:

1. Right-click on the container and select **Show Dependencies**.

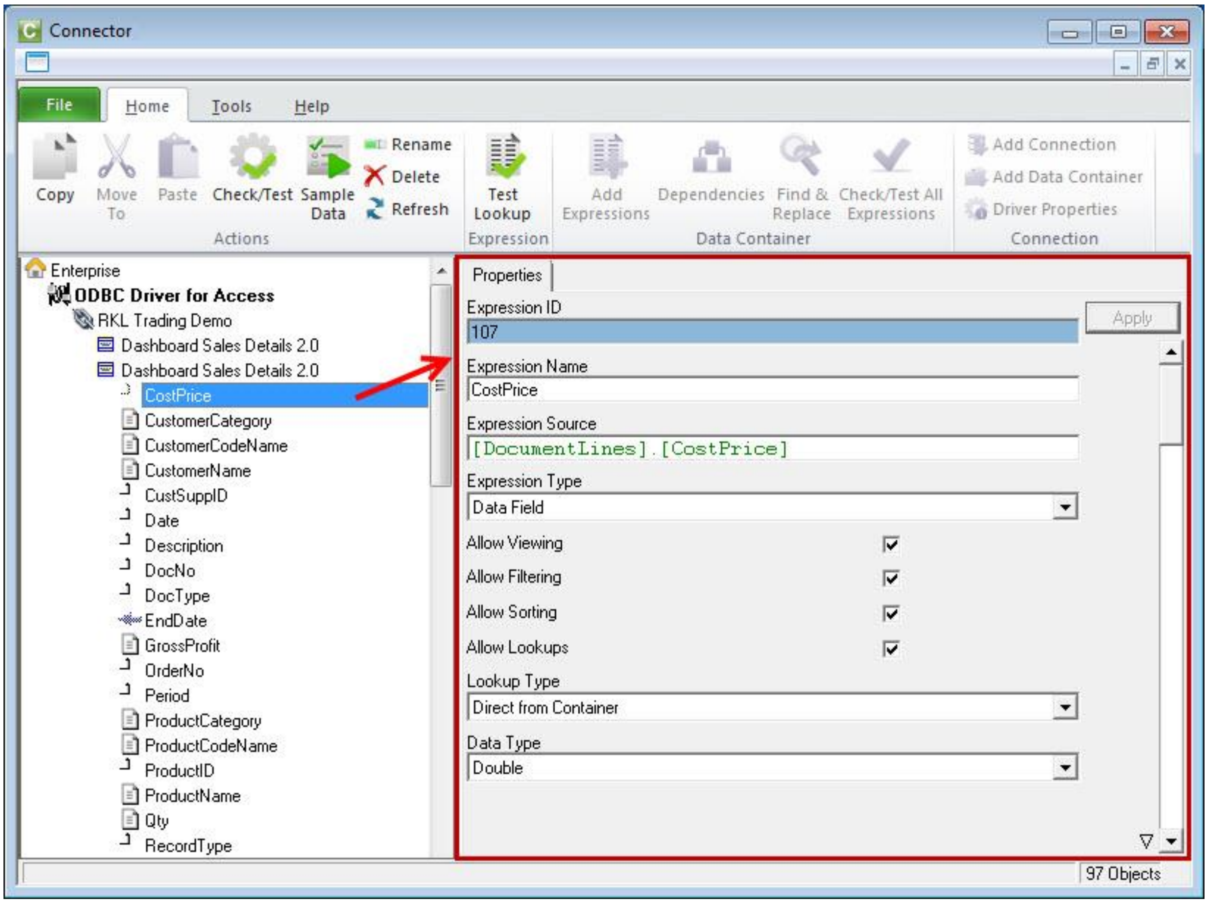
   The following message will display, listing the reports that are dependent on this contains.



Data Expression

A Data Expression is a field in a data container chosen by the Connector to be available through the Report Manager.

To display the properties of a data expression, select a data expression in the object window. The properties of the data expression will be displayed in the right properties pane.



To Hide/Unhide advanced properties, check/uncheck the **Show Advanced** option. 

.

Property	Description
Expression ID	This is a Technical Key Identifier for the Data Expression.
Expression Name	The Name or Alias for the Data Expression.
Expression Source	The Source Data Field Name of the underlying data for the Data Expression or a SQL Expression or an Excel Formula depending on the Expression Type (see below).
Expression Type	This indicates the type of expression that is being used. By default it is set to Data Field and in this case will be referring to a single column in an underlying Data Table. It can also be set to SQL Expression to allow a raw SQL expression to be

	used (including the use of the ODBC drivers available Functions), or to Microsoft Excel Formula In the last case Microsoft Excel formulae can be specified in the Expression source. No equal sign should be used to prefix the formulae. When Microsoft Excel formulae are used here then to reference other Data Expressions in the formula use their Expression Names. For example, **CONCATENATE(Category," - ",ProductName)** If the Expression names have spaces or other non Alpha-numeric characters in them then simply replace these characters with underscores in your Microsoft Excel Formula.
Allow Viewing	Allow users to Report on this Expression. This setting allows the user to add this expression as a column to a report. If switched off it does not stop reports functioning that were created before the setting was changed.
Allow Filtering	Allow users to filter on this Expression. This setting allows the user to add this expression as a filter to a report. If switched off it does not stop reports functioning that were created before the setting was changed.
Allow Sorting	Allow users to perform sorting using this Expression. This setting allows the user to add this expression as a sort field to a report. If switched off it does not stop reports functioning that were created before the setting was changed.
Allow Lookups	Allow users to perform lookups on this Expression which will make Parameter Lookup Lists available for this Expression. This option should only be used on Data Expressions which are expected to have a fairly limited set of distinct values. Using Lookups against large diverse data sets can vastly hinder system performance.
Lookup Type	Sets where the Parameter Lookup List dataset is pulled from. See Defining Parameter Lookups for further information.
Data Type	The underlying data type for the Expression. If you change an Expression to be of Expression Type SQL Expression then you should pick the correct Data type that the Expression is expected to return.

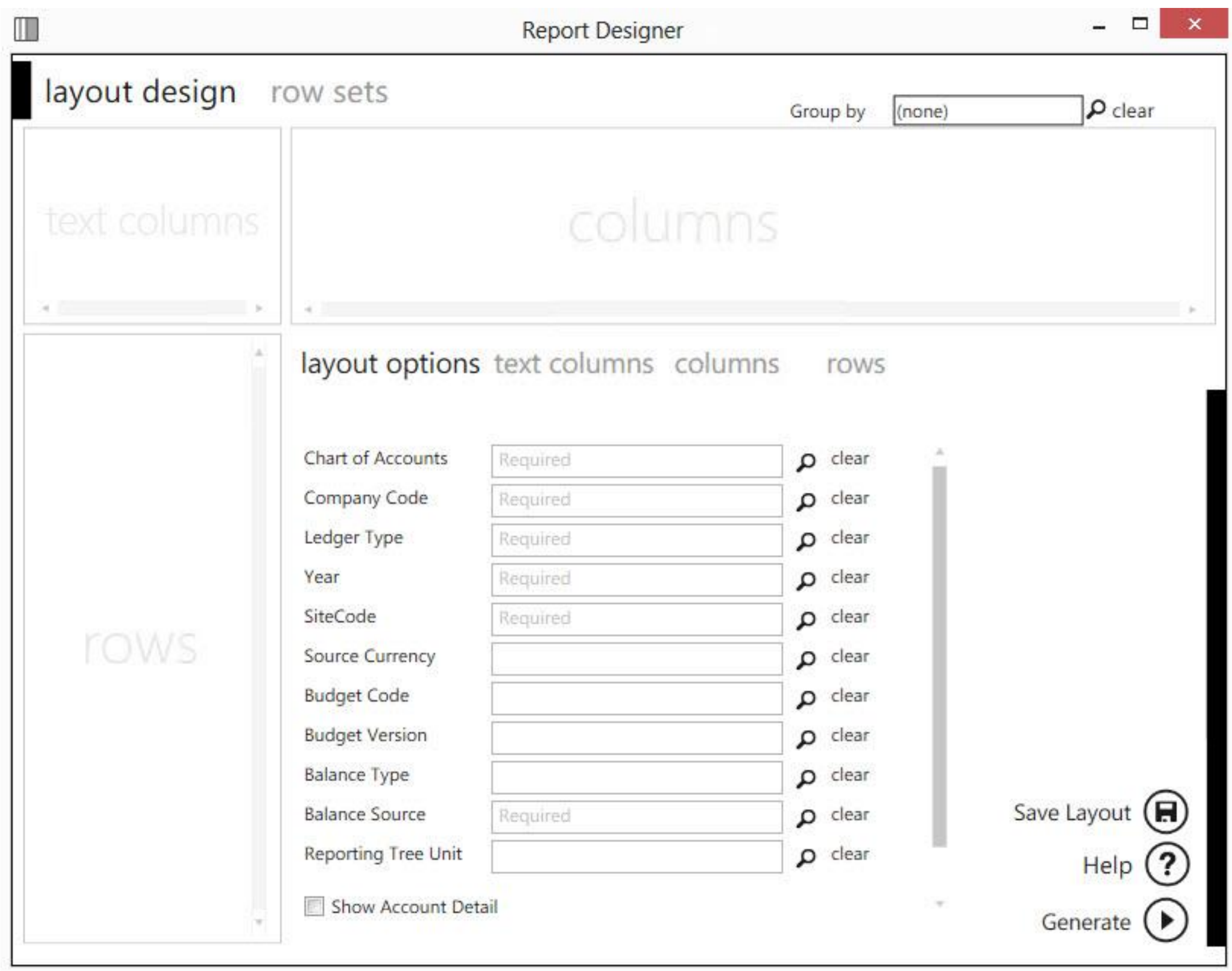
Report Designer

About the Report Designer

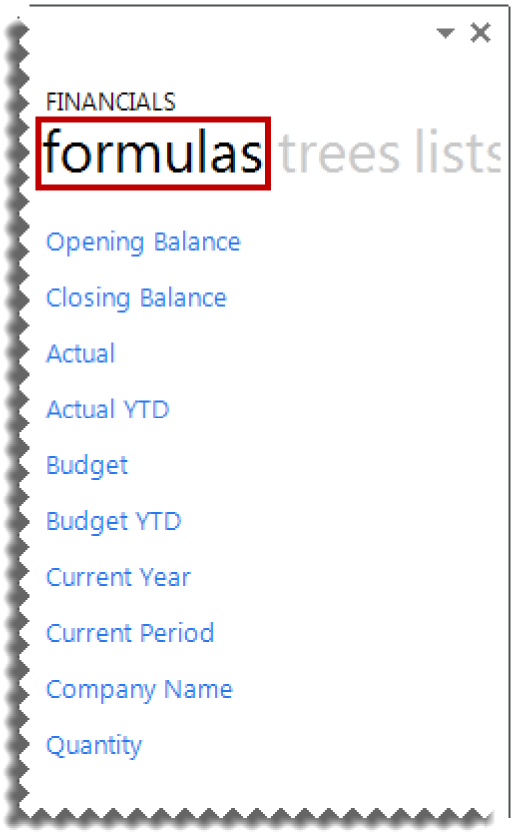
The Report Designer makes reporting simple, flexible and fast by giving you the ability to customize your financial report layouts instantly. It is recommended for finance professionals and executives who need to create financial reports on a regular basis. In the Report Designer, the design of your financial reports are completely separate from your General Ledger. As a result, you can easily change reports without modifying your accounting system's General Ledger.

There are two options to design your financial report layouts: the Layout Generator and the Task Pane.

The Layout Generator gives you the power to transform Microsoft Excel data in a raw worksheet format into a meaningful layout by using an intuitive drag-and-drop interface.



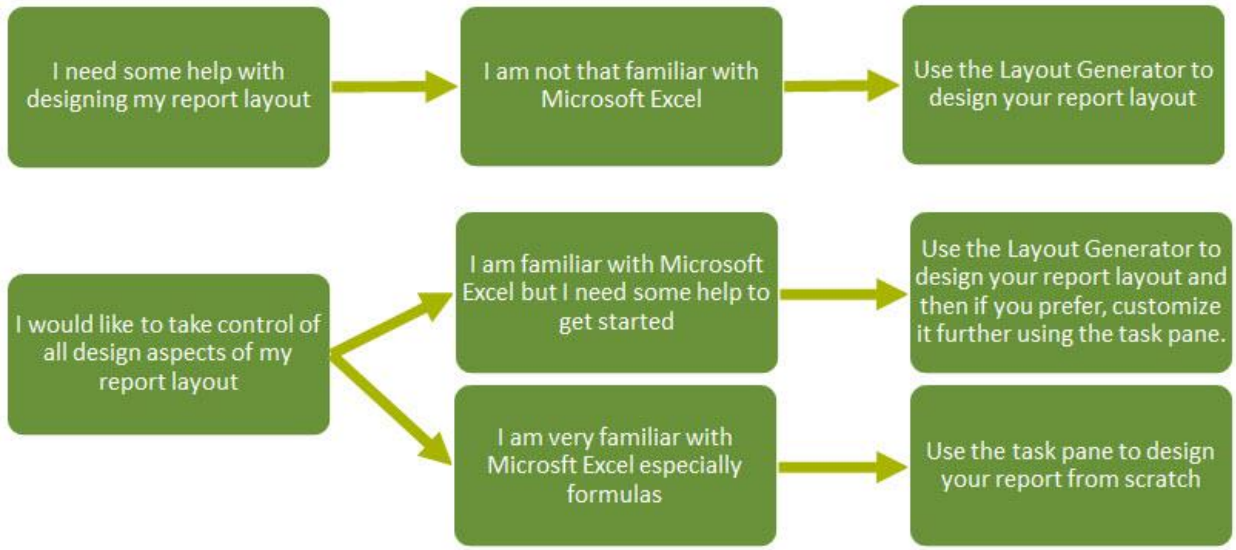
For those professionals who want to have complete control of their report layout and who are familiar with Excel, the Task Pane allows a completely customized layout to be designed using Excels' powerful functionality.



Choosing the Most Suitable Way to Design Reports

Depending on the level of control you would like in the design of your report and your knowledge of Microsoft Excel, the Layout Generator may be used to simplify generating reports, otherwise the Task Pane may be used.

Follow the process below to determine the best option for you to design reports.



If you do not have an advanced knowledge of Excel then the Layout Generator provides an intuitive drag-and-drop interface to design reports. If however, you do have an advanced knowledge of Excel and are familiar with Excel formulas then the Task Pane provides a complete solution to design your reports using powerful Excel functionality, giving you complete control.

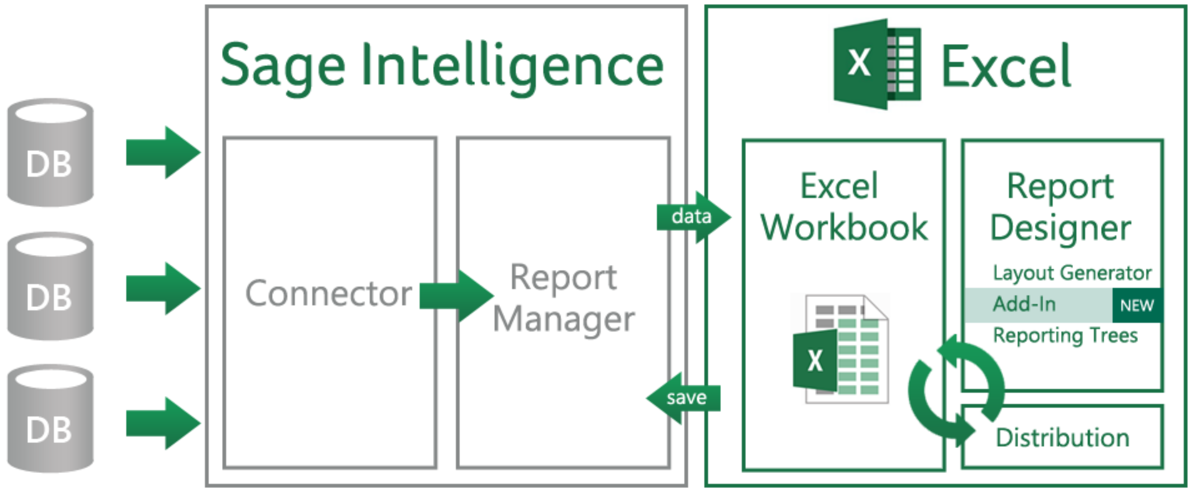
NOTE: In order to do multiple company consolidated reports, the Task Pane will need to be used.

Overview of the Report Designer Task Pane

The Report Designer Task Pane is the newest addition to the Report Designer module which presents an alternative to the current report Layout Generator to empower users to take control of all design aspects of their reporting layouts.

The model behind the new feature introduced by this add-in is to break down a report into reusable pieces and then allow users to control where and how these pieces fit together to create a report. These pieces are Excel functions which communicate with a new In-Memory processing engine which will guarantee performance by being able to crunch financial numbers very quickly.

While the Report Designer Add-In is installed separately, it enhances the Report Designer module. The positioning of the Report Designer Add-In within the overall Sage Intelligence Reporting product is as follows:



As you can see from the diagram above, the Layout Generator and Add-In are separate functions within the Report Designer module. As such users do not need to license these separately but rather only need to license the Report Designer and will then get access to both methods of creating financial reports.

Reporting Trees

What are Reporting Trees?

Although you can create financial reports without the aid of a Reporting Tree, the Reporting Tree allows you to model a very sophisticated reporting structure and view your organization in many different ways with the click of a button. Some companies may have very complex corporate hierarchies that require hundreds of tree units, as well as other hierarchies that require much fewer tree units.

Most organizations have a hierarchical structure in which departments (or other business units) report to one or more higher-level units. In a traditional organizational chart, the lower units on the chart typically report to increasingly higher units.

Intelligence Reporting uses the term **reporting unit** for each box in an organizational chart. A reporting unit can be an individual department from the General Ledger, or it can be a higher-level, summary unit that combines information from other reporting units. For a Report Designer layout that includes a Reporting Tree, one report is generated for each reporting unit and at the summary level. All of these reports use the text columns, row and column layouts that are specified in the Report Designer.

Each Reporting Tree contains a group of reporting units. Intelligence Reporting allows you to easily add or change reporting units without requiring a change to your financial data.

Reporting Unit Structures

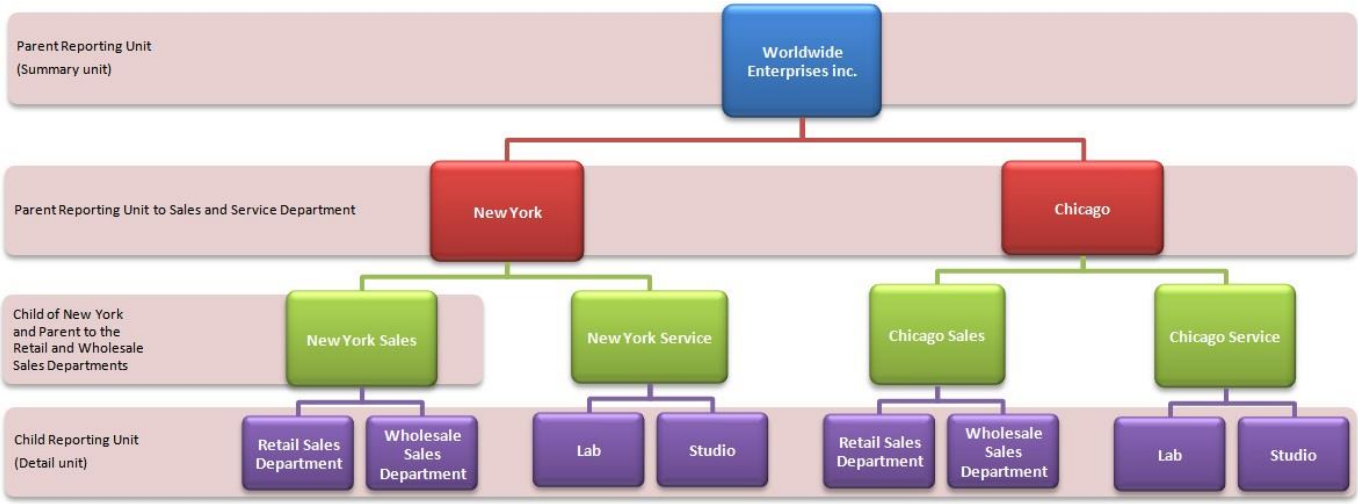
Intelligence Reporting uses the following kinds of reporting units:

- A detail unit draws information directly from the financial data or from an Excel worksheet file.
- A summary unit summarizes data from lower-level units.

A Reporting Tree consists of parent reporting units and child reporting units:

- A **parent reporting unit** is a summary unit that pulls summarized information from a detail unit. A summary unit can be both a detail unit and a summary unit; that is, a summary unit can draw information from a lower unit, the financial data, or an Excel worksheet. Thus, a parent unit can, in turn, be the child unit of a higher parent unit.
- A child reporting unit can be either a detail unit that pulls information directly from the financial data or a worksheet, or it can be an intermediate summary unit (that is, the parent unit to a lower unit, but also the child unit to a higher-level summary unit).

The following diagram shows the parent and child reporting units, and their hierarchical relationship, for the organization **Worldwide Enterprises inc**.



The lowest-level detail reporting units (Retail Sales, Wholesale Sales, Lab and Studio) represent departments in the financial data.

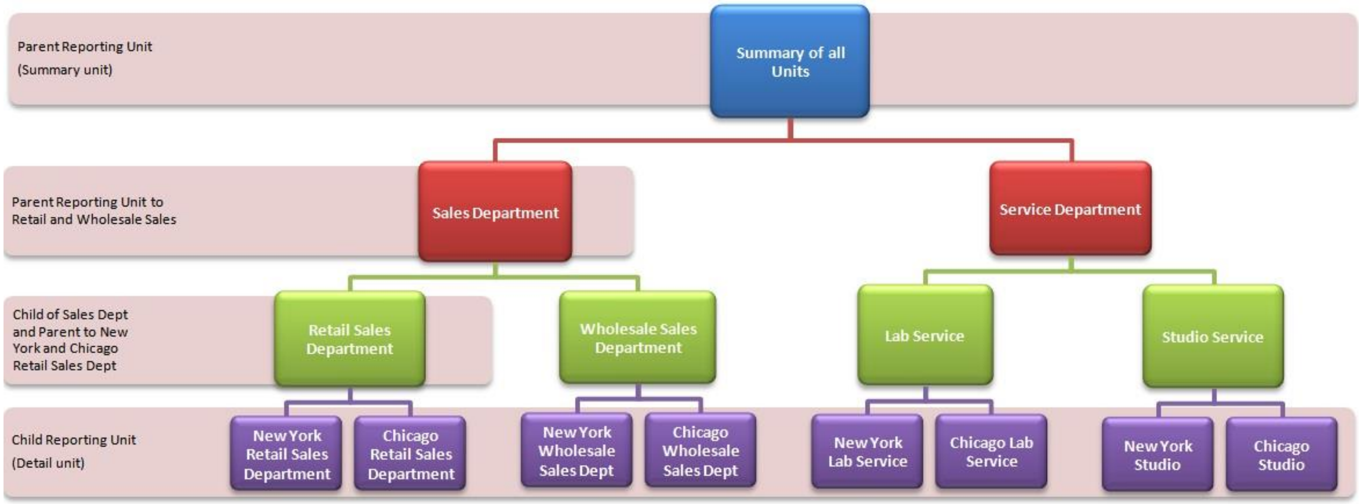
The higher-level summary units simply summarize information from the detail units.

In Intelligence Reporting, you can create an unlimited number of reporting trees to view your organization in different ways. Each reporting tree can contain any combination of departments and summary units.

By rearranging the structure among the reporting units, you can create different reporting trees. You can then use the same Report Designer layout with each Reporting Tree, enabling you to create different financial report layouts very quickly.

For example, the diagram below shows a Reporting Tree that is essentially the same as the Reporting Tree that is shown above. The difference is that the reporting structure displays an organizational structure that is divided by business function instead of by location. These two Reporting Trees demonstrate different perspectives on entity operations.

If you create several different Reporting Trees, you can print a series of financial statements each month that analyze and present your entity's operations in various ways.



Parent Child Relationships

The most common type of Reporting Tree is composed of parent units that pull summarized information from the detail units and child units that contain detail units of account information. However, many detail/summary hierarchy combinations can be created. A child unit can be both a child to the higher unit as well as a parent to a lower unit. See topic 'Reporting Unit Structures'.

You can create this parent/child hierarchy structure by moving individual reporting units or an entire branch (parent unit and all child units) to higher or lower levels on the graphical tree. This is called promoting and demoting units. Promoting a unit moves it to a higher level in the tree. Demoting a unit moves a unit to a lower level. When you build a Reporting Tree, you can promote and demote reporting units using a drag-and-drop operation.

Security Manager

The Security Manager is an administration tool that lets an Administrator manage roles (user groups) and assign users and reports to each role. When security is enabled the user will be required to login and then will only have access to the reports selected for the role that the user belongs to. The Security Manager ensures that access to important or sensitive reports is securely controlled.

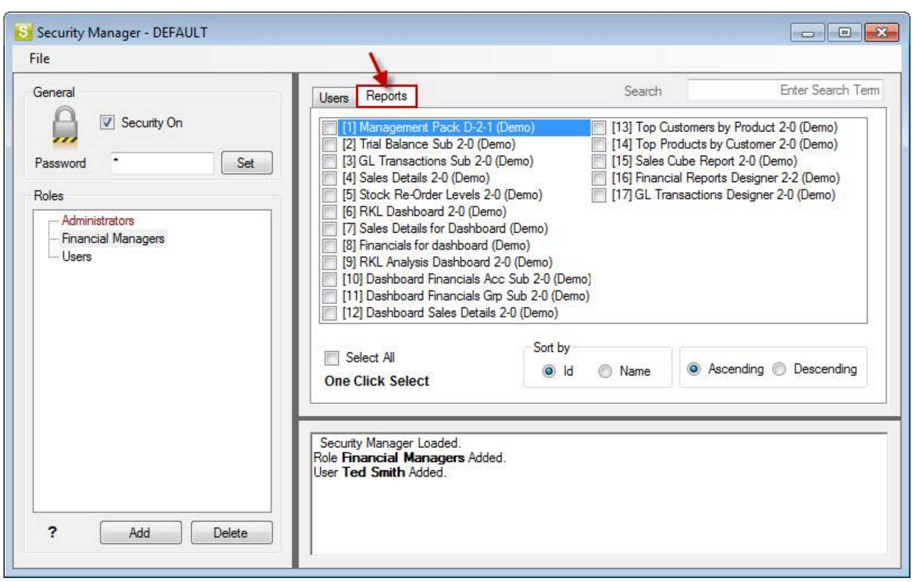
TIP: It is highly recommended that security be enabled to prevent unauthorized user access into the Security Manager.

The following rules apply:

- Report level security will by default be switched off at installation and must be switched on within Security Manager to take effect.
- Only users added to the **Administrators** role will be allowed to Add/Edit/Delete reports within the Report Manager.
- The list of users within the Security Manager will be synchronized from the Sage 300 ERP user list.

The Security Manager allows you to:

- Set Security ‘On’ or ‘Off’.
- Manage roles.
- Select which users belong to which roles.
- Select which reports belong to which roles.



Distribution

Improve workflow and speed up business processes by automating report delivery and distribution. Report distribution is a powerful feature which saves time and effort by allowing you to send reports to a file, FTP site or email in a number of standard formats.

Set up which reports you would like to distribute, whether you would like them in Excel, HMTL or PDF and who it should be sent to. You can even create custom criteria for sending out reports.

Features include the ability to customize each email format, use your existing Outlook profile and address book, or specify a SMTP or Exchange server. The same report can be set up to be distributed to different destinations.

Distribution is ideal for sending reports out to Line Managers or providing corporate management with tailored reports.