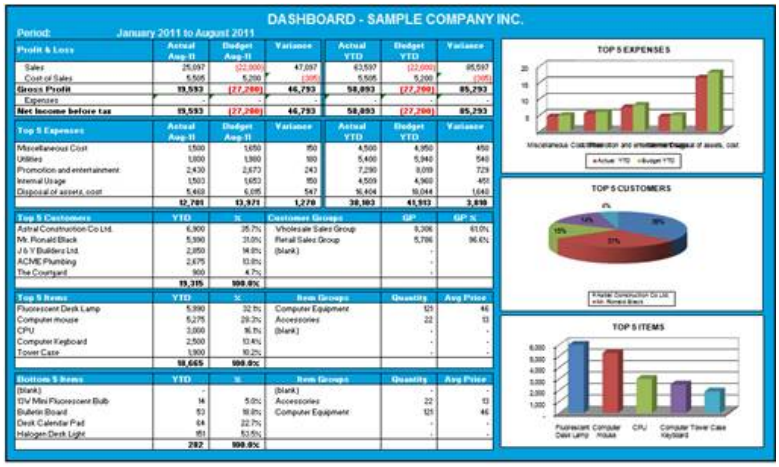
Sage ERP Accpac

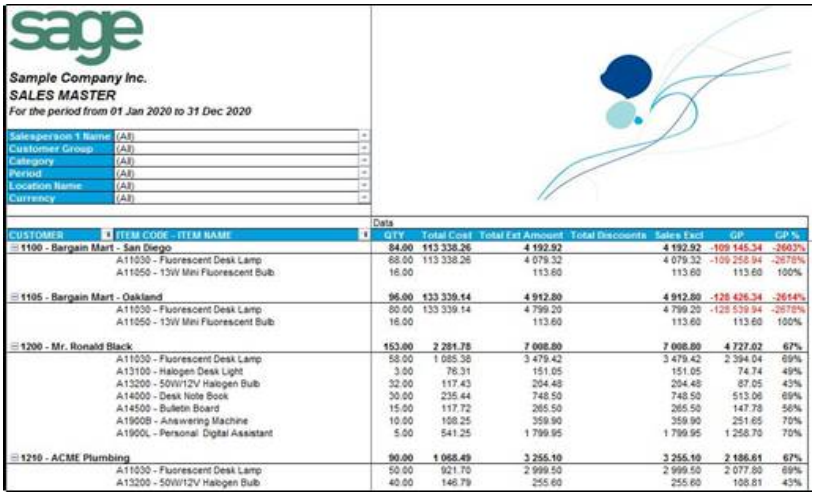
Sage ERP Accpac Intelligence Standard Reports

Sage ERP Accpac Intelligence empowers you to quickly and easily gain control and obtain the information you need from across your business. Using familiar Microsoft Excel®, you are able to gather and analyze data from across your entire business. Multiple data sources can effortlessly be pulled together to create real-time, automated, and preformatted reports with up-to-date, accurate, and meaningful information. Intelligence allows you to spend more time focusing on analysis and interpretation and less time pulling the data together.

In total, Intelligence ships with 12 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.

Report Name	Description	Business Benefits
Dashboard Analysis	The Dashboard Analysis report template contains a one-page summary of key performance indicators (KPIs) featuring a financial analysis and "Top 5" reporting on customers, items, and expenses. It 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. This report allows you to easily drill down to get further insights into the data.	**Real-time** Provides a real-time overview of the overall health of the business at a glance. **Consolidation of data** Delivers critical information in one place to help key stakeholders make better, faster, and smarter decisions. **Ease of use** Can be generated at the click of a button—no copying, cutting, and pasting of data from different sources. **Ready for distribution** It can be scheduled, published to the web, and shared through email to relevant people in the organization - putting critical information at their fingertips, thus improving collaboration and productivity. **Flexible** Customizable to suit your unique business requirements, providing access to real-time information, even across multiple companies, divisions, and databases, to improve business insight.
		

Report Name	Description	Business Benefit
Sales Master	Displays pertinent sales information including sales quantities, costs, and gross profits by customer and item. This report is run for a chosen date range and displays quantity sold, cost of goods sold, discount amount, gross profit amount, and gross profit percentage by customer and item. Similar to other reports, additional elements can be added to the Microsoft® Excel PivotTable® for further manipulation and analysis.	**Comprehensive** All your sales reporting requirements solved within one report. **Flexible** Users have the flexibility to group required data. The layouts can be dynamically changed on the fly in Excel to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs, and so on. These different views can then be saved for reuse. **Powerful and Simple** Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing sales regions side by side or analyzing sales performance by sales representative. **Time Saving** Gives time back to the sales team by allowing them to access this report ondemand and get up-to-date information immediately instead of relying on IT or spending time collating and updating reports in Excel. Allows the sales team to analyze buying behaviors, identify up- and cross-sell opportunities, and spend more time chasing prospects.



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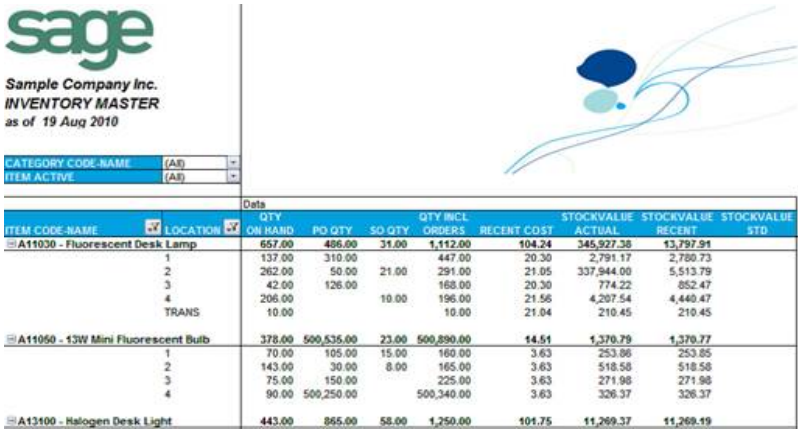
Sample Company Inc.
SALES MASTER
For the period from 01 Jan 2020 to 31 Dec 2020

Salesperson 1 Name	(All)
Customer Group	(All)
Category	(All)
Period	(All)
Location Name	(All)
Currency	(All)

		Data					
CUSTOMER	ITEM CODE - ITEM NAME	QTY	Total Cost	Total Ext Amount	Total Discounts	Sales Excl	GP	GP %
1100 - Bargain Mart - San Diego		84.00	113 338.26	4 192.92		4 192.92	-109 145.34	-2603%
	A11030 - Fluorescent Desk Lamp	68.00	113 338.26	4 079.32		4 079.32	-109 258.94	-2678%
	A11050 - 13W Mini Fluorescent Bulb	16.00		113.60		113.60	113.60	100%
1105 - Bargain Mart - Oakland		96.00	133 339.14	4 912.80		4 912.80	-128 426.34	-2614%
	A11030 - Fluorescent Desk Lamp	80.00	133 339.14	4 799.20		4 799.20	-128 539.94	-2678%
	A11050 - 13W Mini Fluorescent Bulb	16.00		113.60		113.60	113.60	100%
1200 - Mr. Ronald Black		153.00	2 281.78	7 008.80		7 008.80	4 727.02	67%
	A11030 - Fluorescent Desk Lamp	58.00	1 085.38	3 479.42		3 479.42	2 394.04	69%
	A13100 - Halogen Desk Light	3.00	76.31	151.05		151.05	74.74	49%
	A13200 - 50W/12V Halogen Bulb	32.00	117.43	204.48		204.48	87.05	43%
	A14000 - Desk Note Book	30.00	235.44	748.50		748.50	513.06	69%
	A14500 - Bulletin Board	15.00	117.72	265.50		265.50	147.78	56%
	A1900B - Answering Machine	10.00	108.25	359.90		359.90	251.65	70%
	A1900L - Personal Digital Assistant	5.00	541.25	1 799.95		1 799.95	1 258.70	70%
1210 - ACME Plumbing		90.00	1 068.49	3 255.10		3 255.10	2 186.61	67%
	A11030 - Fluorescent Desk Lamp	50.00	921.70	2 999.50		2 999.50	2 077.80	69%
	A13200 - 50W/12V Halogen Bulb	40.00	146.79	255.60		255.60	108.81	43%

Report Name	Description	Business Benefit
Inventory Master	This report displays current stock quantities, purchase and sales order quantities, recent cost, actual stock value, recent stock value, and standard stock value by category, item, and warehouse. The report can easily be filtered by item number and location, or additional fields can be dragged and dropped into the report, using standard PivotTable functionality for further analysis.	**Flexible** Easily filtered to view the data according to the user's preference; for example: warehouse, product line, and item. Customizable for indepth analysis of inventory by warehouse and/or product line to help you better manage your inventory levels and allow business owners, buyers, stock controllers to: • Forecast consumption of goods for the near future. • Determine stock requirements with respect to seasonal fluctuations. • Measure statistics such as inventory turns. • Highlight inefficiencies in inventory management.



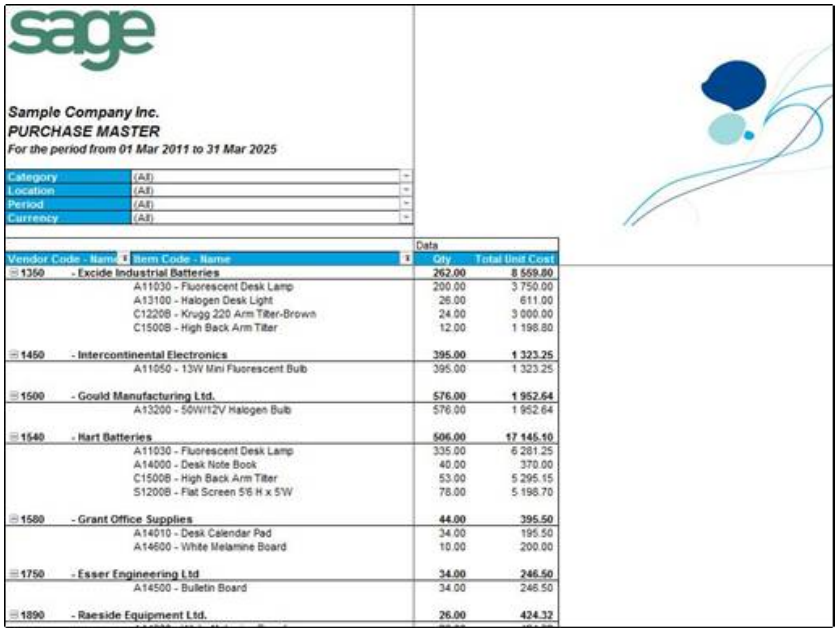
Sample Company Inc.
INVENTORY MASTER
as of 19 Aug 2010

CATEGORY CODE-NAME	(All)
ITEM ACTIVE	(All)

Data

ITEM CODE-NAME	LOCATION	QTY ON HAND	PO QTY	SO QTY	QTY INCL ORDERS	RECENT COST	STOCKVALUE ACTUAL	STOCKVALUE RECENT	STOCKVALUE STD
A11030 - Fluorescent Desk Lamp		657.00	486.00	31.00	1,112.00	104.24	345,927.38	13,797.91	
	1	137.00	310.00		447.00	20.30	2,791.17	2,780.73	
	2	262.00	50.00	21.00	291.00	21.05	337,944.00	5,513.79	
	3	42.00	126.00		168.00	20.30	774.22	852.47	
	4	206.00		10.00	196.00	21.56	4,207.54	4,440.47	
	TRANS	10.00			10.00	21.04	210.45	210.45	
A11050 - 13W Mini Fluorescent Bulb		378.00	500,535.00	23.00	500,890.00	14.51	1,370.79	1,370.77	
	1	70.00	105.00	15.00	160.00	3.63	253.86	253.85	
	2	143.00	30.00	8.00	165.00	3.63	518.58	518.58	
	3	75.00	150.00		225.00	3.63	271.98	271.98	
	4	90.00	500,250.00		500,340.00	3.63	326.37	326.37	
A13100 - Halogen Desk Light		443.00	865.00	58.00	1,250.00	101.75	11,269.37	11,269.19	

Report Name	Description	Business Benefit
Purchase Master	This report is run for a chosen date range and displays quantities purchased and total unit cost by vendor and item. The report can easily be filtered by category, location, period, and item code, or additional fields can be dragged and dropped into the report, using standard PivotTable functionality for further analysis.	**Comprehensive** All your purchasing reporting requirements solved within one report. **Powerful and Simple** Allows for comparative analysis using drag-and-drop functionality in PivotTables. For example, comparing warehouses, divisions, and product lines side by side for detailed or summarized analysis. Helps to identify vendors with whom volume discounts or faster delivery times can potentially be negotiated. **Flexible** Users have the flexibility to group data that is appropriate for their requirements. The layouts can be dynamically changed on the fly in Excel to view the same data in different ways, including graphically in trend charts, pie charts, bar graphs, and so on. These different views can then be saved for reuse. **Fully Customizable** • Add additional elements to the PivotTable for further manipulation and analysis. • Easily create top "N" views (for example, top five vendors or graphical views of your data using standard Excel graphs or Pivot Charts.



Sample Company Inc.
PURCHASE MASTER
For the period from 01 Mar 2011 to 31 Mar 2025

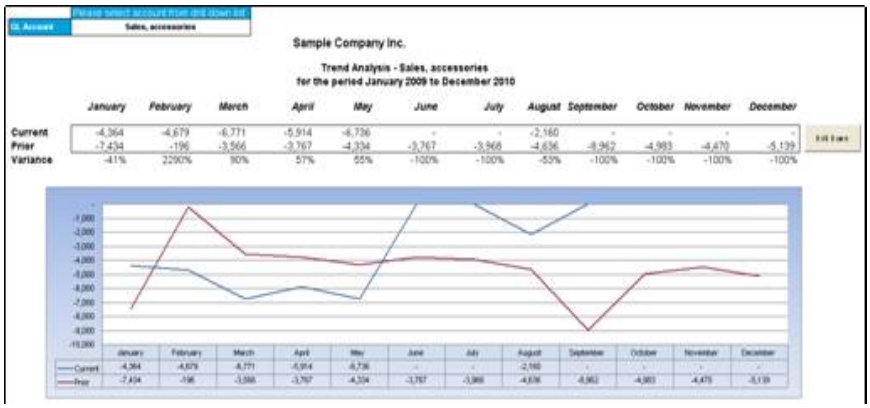
Category	(All)
Location	(All)
Period	(All)
Currency	(All)

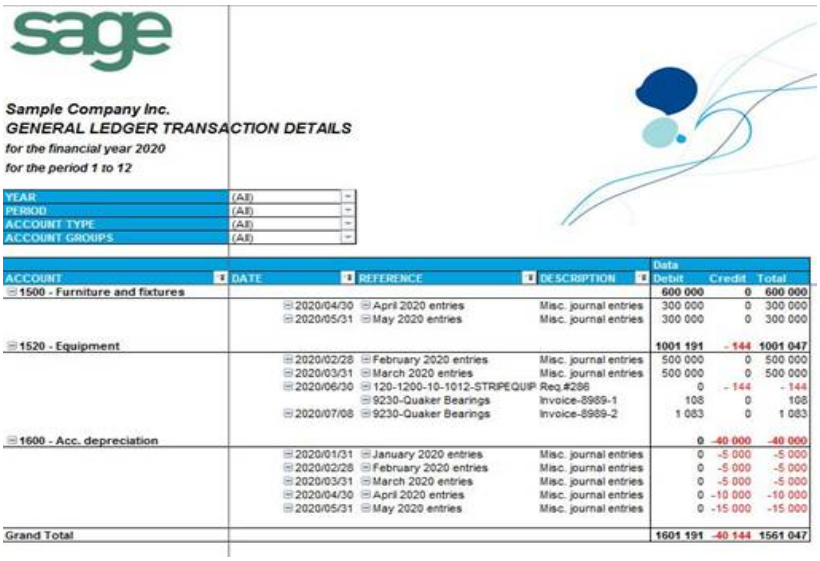
Vendor Code - Name	Item Code - Name	Data Qty	Total Unit Cost
1350	- Excide Industrial Batteries	262.00	8 559.80
	A11030 - Fluorescent Desk Lamp	200.00	3 750.00
	A13100 - Halogen Desk Light	26.00	611.00
	C1220B - Krugg 220 Arm Tilter-Brown	24.00	3 000.00
	C1500B - High Back Arm Tilter	12.00	1 198.80
1450	- Intercontinental Electronics	395.00	1 323.25
	A11050 - 13W Mini Fluorescent Bulb	395.00	1 323.25
1500	- Gould Manufacturing Ltd.	576.00	1 952.64
	A13200 - 50W/12V Halogen Bulb	576.00	1 952.64
1540	- Hart Batteries	506.00	17 145.10
	A11030 - Fluorescent Desk Lamp	335.00	6 281.25
	A14000 - Desk Note Book	40.00	370.00
	C1500B - High Back Arm Tilter	53.00	5 295.15
	S1200B - Flat Screen 5'6 H x 5'W	78.00	5 198.70
1580	- Grant Office Supplies	44.00	395.50
	A14010 - Desk Calendar Pad	34.00	195.50
	A14600 - White Melamine Board	10.00	200.00
1750	- Esser Engineering Ltd	34.00	246.50
	A14500 - Bulletin Board	34.00	246.50
1890	- Raeside Equipment Ltd.	26.00	424.32

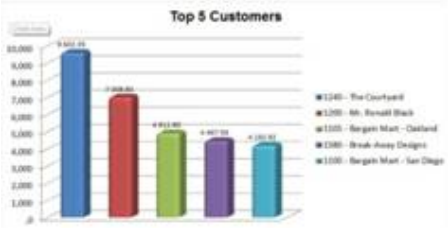
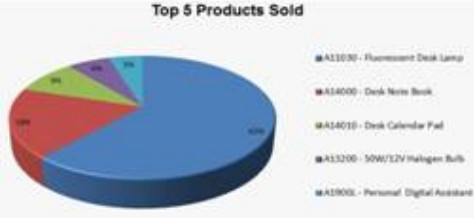
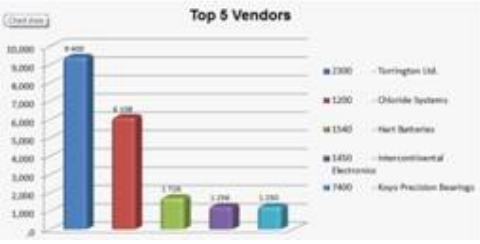
Report Name	Description	Business Benefit
Financial Report and Consolidated Financial Report	Powerful Financial Report and Consolidated Financial Report templates are available out of the box, offering 14 different report layouts to generate comparative balance sheets and/or income statements for any specified financial year, period, quarter, and budget. The layouts are automatically generated, grouped, and subtotaled by Sage ERP Accpac account group. It is possible to drill down to the general ledger (GL) transaction details for any of these accounts. The Consolidated Financial Report supports multicompany consolidations. The report layouts are neatly presented and readily customizable in Excel, allowing users the ability to insert their own rows and columns, add their own formulas, customize account groupings, and format their layouts exactly as they wish to see them. These customizations can be saved for future use.	**Time Saving** Saves bookkeepers and accountants hours of manual manipulation each month by automating the month-end financial reporting processes. Enables faster, fact-based decision-making based on the business essentials of cash flow, profitability, and growth. Allows for: • Real-time analysis of expenses and major streams of operating revenues of the company. • An up-to-date, automated snapshot of a company's assets, liabilities, and shareholders' equity in a presentable format, at any time, without the need for time-consuming manipulation of data in Excel. **Accuracy** Real-time data drawn directly from the source eliminates human error and provides information in the familiar face of Excel, which is trusted, secure, and up to date. **Ease of Use** Allows accountants to prepare financial statements for government compliance or bank loans easily. The financial information required is now in one place, and accountants can easily customize the templates without a report consultant to present the reports in a professional manner. **Flexible** Provides flexibility to business owners and/or managers by offering different views of the data, depending on how they wish to have it presented or what they need to analyze. Comparative balance sheets and/or income statements can be generated for any specified financial year, period, quarter, and budget.
	Income Statement—Current Month and YTD Displays balances per GL account number per financial period for the current financial year, previous year, and current budget year.	

Report Name	Description	Business Benefit
Financial Report and Consolidated Financial Report	**Income Statement—Comparative Financial Report—Actual vs. Budget** Displays balances per GL account number per financial period for the current financial year by quarter, displaying actual, budget, and variance percent. **Income Statement—Comparative Financial Report—Actual vs. Prior** Displays balances per GL account number per financial period for the current and prior financial year by month. **Income Statement—Comparative Financial Report—Actual vs. Budget vs. Prior** Displays balances per GL account number per financial period for the current financial year actual, budgeted, and prior financial year by month. **Income Statement—Monthly, Quarterly, and YTD Financial Report** Displays balances per GL account number per financial period for the current financial year by month, quarter including YTD. **Balance Sheet—Current and Prior Year** Displays balances per GL account number per financial period for the current financial year, previous financial year and variance percent. **Balance Sheet—Comparative Financial Report—Actual vs. Prior** Displays balances per GL account number per financial period for the current and prior financial year by month. **Balance Sheet—Monthly, Quarterly, and YTD Financial Report** Displays balances per GL account number per financial period for the current financial year by month, quarter including YTD.	Allows for easy side-by-side comparison of actual income, expenses, and GL balances to the budgeted numbers or prior financial year's figures, by month, quarter, or YTD, in detailed or summarized views. **Drill Downs** The drill-down facility within the reports allows for immediate and intuitive analysis of trends by drilling down to the source transactions for balances.

Report Name	Description	Business Benefit
Financial Report and Consolidated Financial Report	Graphically trends account net changes per selected GL account number per financial period for the current financial year and previous financial year, providing comparative trending of account balances.	**Identify Trends** Useful for accountants and managers to find or track trends within financials at a glance across two years' worth of financial data. **Drill Down** The drill-down facility within the reports allows for immediate and intuitive analysis of trends by drilling down to the source transactions for balances.
General Ledger Transaction Details	This report is run for a chosen financial year and range of financial periods and displays detailed GL transaction details by account then by date and document number reference. It can also be used to display a monthly trial balance if summarized using the PivotTable.	**Flexible** Flexible analysis of GL at a transactional level using graphical drag-and-drop functionality of a PivotTable, catering to any combination of views. For example, Top N expenses, best performing revenue lines, and so on. **Time Saving** Provides comprehensive details across all GL transactions, with the ability to filter by account category for viewing specific portions of the GL, enabling you to quickly answer those specific questions and save time. It is possible to transform this report into a monthly trial balance by simply manipulating the PivotTable within Excel.





Report Name	Description	Business Benefit
Top 5 Customers **Top 5 Products** **Top 5 Vendors**	These reports can be run for a chosen period and display metrics and KPIs in a graphical format. Top 5 Customers—graphically displays the top five customers and allows for access to what products they are purchasing.  Top 5 Products—graphically displays the top five products and provides details of which customers are purchasing them.  Top 5 Vendors—graphically displays the top five suppliers and further details of what products are being purchased. 	**Real Time** Whenever a real-time overview of the top five customers, products sold, or vendors is required, these reports can be run in a graphical view to highlight trends and make comparative analysis easier. **Ease of Use** Can be generated at the click of a button—no manual intervention to gather the data from various sources. **Flexible** These reports allow you to analyze the details that make up the graphs through Excel for further insights into the data.

Report Name	Description	Business Benefit
Financial Report Designer and Consolidated Financial Report Designer	These reports require an active Report Designer license. This report generates a Report Designer-enabled workbook with raw financial data and enables use of the unique Report Designer interface launch from within Excel; this can then be used to transform the raw financial data into powerful report layouts. The drag-and-drop 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 multicompany consolidation. Eight predefined layouts are provided with the Report Designer for the easy generation of customized income statements and balance sheets.	**Report Designer Enabled** Gain access to the powerful and simple Report Designer software with this report. The Report Designer's "What-If Analyzer" feature can quickly simulate how future scenarios may impact the bottom line, making it a useful scenario planning tool. **Time Saving** Predefined financial layouts and calculations are real time-savers and eliminate the need for an advanced understanding of Excel formulas and functions. Newly added accounts and updated data can be refreshed in existing financial report layouts at the click of a button. **Ease of Use** Advanced financial reports can quickly and easily be set up by the user, without having to rely on IT, to include meaningful aggregated prior, actual, and budget figures, providing invaluable detail for better decision making. **Flexible** Caters to segmented general ledgers, consolidations, and column-based reporting.

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