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### For Your Information

Are you a member of the Sage 100 ERP online community? If not, you may be missing out on valuable tips that help you get the most out of your software. The mission of the community is to enable Sage 100 ERP customers to share, learn, and support each other on a broad spectrum of issues and interests. Join a conversation, read a blog, and share in the exchange of ideas and best practices. To register, [click here](#).

## Business Intelligence

### Take Your Business To The Next Level By Making Intelligent Use Of The Data In Sage 100 ERP

**T**o thrive in the current business climate, business owners can not afford to make bad or ill-informed decisions. Every choice must be made based on accurate, up-to-the-minute information, or in other words, business intelligence (BI). The best business intelligence comes from using tools that mine the information you have in your ERP system.

#### The Benefits Of Business Intelligence

BI systems can help businesses transform themselves from just another player in a sea of competitors to an exceptional enterprise operating as efficiently as possible.

With an effective BI System you can:

- » Improve business processes
- » Reduce costs
- » Improve workforce effectiveness
- » Facilitate the use and analysis of information
- » Better manage change
- » Expand customer relationships

It brings out the best, eliminating wasteful actions and repetitive processes while highlighting and streamlining the innovative and efficient strategies that make a business successful.

#### Involve The Entire Organization

Business Intelligence is most useful when it is disseminated to employees at all levels. Every employee—from the CEO to the receptionist—plays a part in the flow of



information. When any one role is left out of the loop, the whole system can suffer.

#### The Two Types of Business Intelligence

Generally speaking, there are two types of business intelligence: Strategic Business Intelligence and Operational Business Intelligence.

##### Strategic Business Intelligence

Executives and managers are looking to gather strategic information, analyze it, temper it with their own knowledge, and then make what are often far-reaching decisions.

Strategic Business Intelligence tools are interactive, graphic solutions that allow you to drill down into and analyze the underlying data. These tools are ideal for high-level

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## Business Intelligence

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business analysis that support big-picture decision-making.

### Operational Business Intelligence

Non-managerial staff, on the other hand, benefit most from Operational Business Intelligence (OBI); details that will help them perform individual business operations in the most efficient manner possible. Unlike executives, non-managerial staff need to have intelligence delivered to them in the form of:

- » What has occurred
- » The response that has been taken
- » Any additional actions that must be taken

Intelligence that is delivered in this manner does not make additional time demands upon the recipient. On the contrary—the OBI solution saves time for the staff—time they would normally have spent determining how best to respond to the business condition that occurred.

A well-constructed business intelligence system should be able to give your organization both Strategic and Operational Business Intelligence.

### Sage 100 ERP BI Tools

As a Sage 100 ERP user, both Strategic and Operational Business Intelligence tools are available to you. For Strategic Business Intelligence, there is the Business Insights Suite. It includes Business Insights Explorer (BIE), Business Insights Reporter, and Business Insights Dashboard. Also available is the newer Intelligence Reporting module.

For Operational Intelligence, there is Sage KnowledgeSync by Vineyardsoft, a Sage Endorsed Solution.

### Business Insights Suite

Business Insights Explorer offers a streamlined grid interface and can span multiple data elements in one view. Predefined

views are included for Sales Order, Accounts Receivable, General Ledger, Accounts Payable, Bill of Materials, Inventory Management, and Purchase Order. Quick-click charts provide a visual representation of data and illustrate trends. You can drill down to the transaction level and even access Sage 100 ERP tasks without having to go back to the menu.

Business Insights Reporter offers pre-designed reports that you quickly can customize to get exactly the information you need. Calculated fields are easily created, and you can design your layout for everything from a quick status snapshot to a presentation-quality report.

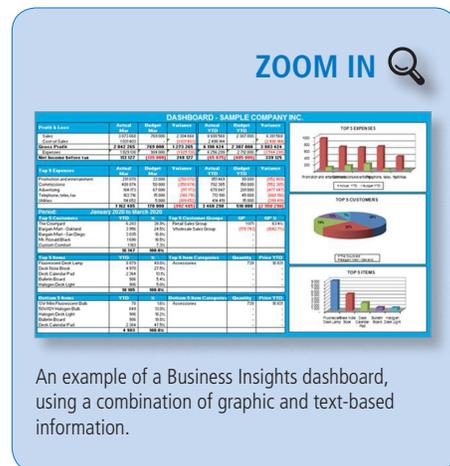
Business Insights Dashboard presents information in a high-level, attractive graphical format that allows you to instantly ascertain the state of your business. Flexible yet simple to use, this dashboard can be displayed in the Sage 100 ERP Business Desktop or in Microsoft® Internet Explorer® or Outlook®. You can choose from over 15 pre-defined reports and place them on your dashboard with the wizard-based customization tool. The ability to drill down to detail is built-in, and data is automatically refreshed so you are always working with current information.

### Sage 100 ERP Intelligence Reporting

If you prefer analyzing information in Excel, the Sage 100 ERP Intelligence Reporting module can help. A set of basic report templates is provided with your system, which you can personalize. Templates include Financial Analysis Reports, Dashboard Analysis, General Ledger Transaction Details, Inventory Master, Purchase Master, and Sales Master.

### Sage KnowledgeSync

Sage KnowledgeSync monitors the changing conditions within your business



An example of a Business Insights dashboard, using a combination of graphic and text-based information.

and automatically executes the appropriate response. It responds to any critical business function, and sends alerts by email, fax, pager, cell phone, dashboard, or screen pop-up. You can automate much of the work of your staff, and the software can present them with just the exceptions that require special attention. In addition to sending alerts, Sage KnowledgeSync can generate and deliver forms, documents, and reports such as invoices, purchase orders, and credit reports.

For any business intelligence system to be effective, time and effort needs to be spent up front to develop the specific dashboards, reports, and alerts that your organization needs. The rewards of a highly streamlined, efficient, and more profitable business are well worth the effort. We are here to help. Please give us a call with your questions. ✨

# Sage 100 ERP Intelligence Tips And Tricks

## Setting Up Security

Sage 100 ERP Intelligence (formerly Sage MAS Intelligence) is a powerful reporting tool, and as such provides access to all the sensitive data in your Sage 100 ERP system. Here we provide some tips on setting up security to protect your company data.

### Securing Company Data By Configuring ODBC Security In Sage 100 ERP

1. Open Library Master/Setup/System Setup
2. Select the **Enable ODBC Security within Role Maintenance** check box and click **Accept** button
3. Open Library/Master/Main Role Maintenance
4. Click the lookup and select the Role to be restricted or enter a new Role
5. Click on the ODBC Security tab
6. Deselect the module or table names you would like to restrict
7. Click Accept
8. Open Library Master/Main/User Maintenance
9. Click the User Login lookup and select the applicable user ID
10. Select the company codes that you wish to secure and the restricted role
11. Click Accept
12. Repeat for all roles and users

### Setting Up Report Security In Sage 100 ERP Intelligence

1. Open Security Manager
2. In the *Login - Sage 100 ERP Intelligence* window, enter the Company Code, User Name and Password, and click **OK**
3. Select the **Security On** check box
4. Enter an Password and click **Set** button
5. Enter the password again in the *Confirm Password* window and click **OK**
6. Click OK to the *Password Set Successfully* message

7. Highlight the Users role
8. In the Users tab, select the check boxes for each applicable user
9. Click on the *Reports* tab
10. Select the check box for each report that the users selected on the *Users* tab will have access to
11. Select *File/Exit*
12. Repeat steps for any additional company codes



## Enabling Drill-Down In Sage 100 ERP Intelligence Reports

The Drill-Down tool allows Sage 100 ERP Intelligence to interrogate data directly from within your Microsoft Excel® reports. The drill-down functionality renders data to a fast grid-style window rather than to a new Excel report. If you want to keep the drill-down results for further analysis, you can then choose to transfer the data into Excel via the *Data to Report Workbook* function. To use the drill-down tool:

1. Locate the Report Tools menu on your standard Excel Menu Bar
2. Select the **Drill-Down Menu**. The drill-down tool will appear
3. To Execute a pre-configured drill-down,

- simply double-click on it or select it, and then click the **Execute Button**
4. To configure a drill-down select the drill-down and click **Edit**. The *Configure Drill-Down* window will appear
5. To add a Drill-Down click the **Add** button.

Note: A Drill-Down definition set is contained within an Excel Book or Template. If you change or add a Drill-Down definition in a Report you should link it back to your Report in the Report Manager to keep the changes. The Properties of a Drill-Down Definition are listed below:

- » Drill-Down Definition Code
- » Drill-Down Descriptive Name
- » Report ID/Code: The Sage MAS Intelligence Report ID to use for interrogation. The Report ID of a report is listed on the property window in Report Manager.
- » Source Sheet: The Source Sheet used to interrogate data. This can be either the Excel Worksheet name OR the term *ActiveSheet* for the drill down to work from any sheet in the Workbook.
- » Report Parameter Columns: A semicolon delimited list of the column numbers or names used to define where to obtain the report parameters from.

Note: Drill down is available for period numbers. Drill down for Year-To-Date numbers will only be summary balances.

Please call us with your questions. ★



## IN THE SPOTLIGHT: FRx Conversion Assistant

Sage has developed a utility, the FRx Conversion Assistant, to convert Microsoft FRx financial reports to Sage 100 ERP Intelligence (formerly known as Sage MAS Intelligence or SMI). As with many utilities, it is designed for use only by our trained consultants. Here we provide an overview of what you can expect.

### FRx Retired

Microsoft FRx financial reporting software was retired some time ago by Microsoft, and Sage has replaced it with Sage 100 ERP Intelligence. While Sage continues to support FRx according to the published version retirement schedule, eventually all financial reports will be need to be migrated to the Intelligence module.

### Supported Products

In order for us to use the conversion utility for your reports, each product involved must be at the right version and included the correct components, as follows:

- » **FRx:** You will need to have Microsoft FRx version 6.7, service pack 11 installed
- » **Sage 100 ERP:** Version 4.50 or above must be installed
- » **Sage 100 ERP Intelligence:** Report Manager User License, Report Designer, Site License, Connector Site License if consolidating multiple companies

### What the Utility Can Do

As with most conversion utilities, this utility speeds up the recreation process but does not automatically perform a perfect conversion.

As Microsoft FRx and Sage Intelligence provide Financial Reporting in a different manner, there often is no direct way to convert concepts found within Microsoft FRx to Sage Intelligence. There are different mechanisms to handle the same concepts within the two applications.

### Conversion Steps

For each FRx catalog, we will perform the following steps:

1. Select an FRx Catalog
2. Autolink row formats
3. Pick equivalent columns
4. Review reporting tree
5. Review report header
6. Convert

The FRx Conversion Assistant treats each row within the source FRx Row Format as a Report Designer *Reporting Group* named after the description column cells. Each of these reporting groups then have the corresponding *Link to GL* accounts mapped to them to achieve the same row design in the Report Designer. Basic row formats will convert, but not all FRx row formats can be converted.

Column layouts are converted by selecting the Report Designer column that matches the financial calculation being performed. If no direct column match exists, we can create an Excel formula which will match the calculation in the source FRx column. Again, there will not be a match for every column format possible in FRx.

For Reporting Trees, only the *Company*, *Title/Description*, and *Account Mask* fields are converted into Sage 100 ERP Intelligence.

While there will still be work to be done to perfect your financial reports after conversion, this utility can save quite a bit of time and effort. Give us a call if you are ready to start converting your financial reports. ✨



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