sage

Getting Started with Excel Integrated Reporting

Sage (UK) Limited Copyright Statement

Sage (UK) Limited
North Park
Newcastle upon Tyne NE13 9AA
Issue Date: 20/07/07
Pbn No: 13460

Welcome

Welcome to the Getting Started with Excel Integrated Reporting for Sage 50 Accounts 2008 guide!

This guide aims to introduce you to the basic concepts of integrating Microsoft® Excel with your Sage 50 Accounts 2008 data. After reading this guide you will be able to use the Excel Integrated Reporting features and understand how to manipulate and analyse your data using some of Excel's more advanced functionality.

Contents

What Is Excel Integrated Reporting?........1
Who Can Use Excel Integrated Reporting?........2
Why Use Excel Integrated Reporting for Sage 50 Accounts?........2
How Does Excel Integrated Reporting Work?........3
Installing........3
Getting Started........4
Sage Functions........6
Sage Data Ranges........9
Sample Workbooks........12
Getting Support on Excel........21
Further Information........23

What Is Excel Integrated Reporting?

Have you ever needed to produce accounting information in a worksheet or graphical format and know the data you need is contained within Sage 50 Accounts 2008, but don't know how to retrieve the data and generate results in the format you require? Or perhaps you've tried to produce a Sage report to show the information you want, but don't consider yourself an expert using Sage's Report Designer?

The ODBC (Open Database Connectivity) driver supplied with Sage 50 Accounts 2008 has always provided effective integration with Microsoft® Office applications such as Excel, but ODBC drivers are not easy to use. With Sage 50 Accounts 2008, it's now much easier to create Microsoft® Excel worksheets that use data from Sage 50 Accounts.

You don't need to be a Sage 50 Accounts expert to produce useful results - just start Microsoft® Excel, open one of the supplied sample workbooks and you're already working with data from your Sage 50 Accounts program.

As you become more experienced, you can go on to create worksheets of your own and use PivotTables, graphs and other Excel analysis features.

This guide will help you to get started with Sage 50 Accounts' great Excel Integrated Reporting features.

Notes: The screens illustrated in this guide are based on a PC using Windows 2000 with Office 2000. You may find screen variations when using other applications.

Who Can Use Excel Integrated Reporting?

Whether you're an accountant or bookkeeper, a company director, an accounts clerk or the owner of a small business, the chances are you've needed to access financial data from Sage 50 Accounts at some time. You may be asked at any time to produce information such as what lines of stock sell best, your top customers over a certain period or your latest profit and loss report.

Excel Integrated Reporting is perfect for accessing and manipulating the data you need and can save you time when generating reports, worksheets, graphs or whatever analysis format you need.

Anyone who is familiar with Microsoft® Excel will soon feel at home using Sage 50 Accounts Excel Integrated Reporting. Even if you are a novice with Microsoft® Excel, don't worry - this guide is designed to help you to understand the basics of Excel Integrated Reporting, so that you'll feel confident about creating a new Excel workbook based on Sage 50 Accounts data.

Why Use Excel Integrated Reporting for Sage 50 Accounts?

How much of your company's time is spent retrieving and processing information from your accounts so that other people can use it for their own purposes? Now it's easy for those people to use Microsoft® Excel to retrieve, analyse and report on your accounts data and they don't even have to use Sage 50 Accounts to do this.

Sage 50 Accounts comes equipped with a wide range of reports and summary or analysis screens to help you get the most out of your accounts data. Sometimes, however, other people will need to get access to your accounts data and they may want to combine the data with other information to suit their requirements.

For these users, Sage 50 Accounts' Excel Integrated Reporting feature means that they can gain access to all of the accounts data in Sage 50 Accounts, without having to be an expert user of Sage 50 Accounts. Even better, you have the security of knowing that these users will not accidentally change or damage the accounts data.

With the Excel database driver and workbooks installed on your computer, you can just start Microsoft® Excel, connect to the Sage 50 Accounts data and go to work using the accounts data. Sage 50 Accounts provides a set of example Excel workbooks, so you can see just how easy it is to retrieve and analyse your accounts data, but don't stop there; the Sage Excel Functions and Data Ranges mean that you can easily create new workbooks to suit your needs and make use of all the standard Microsoft® Excel features to analyse your accounts data and present the results of your analysis. You can also combine your accounts data with any other data you can import into Microsoft® Excel, so the possibilities for manipulating and presenting your data are potentially limitless.

How Does Excel Integrated Reporting Work?

Sage 50 Accounts' Excel Integrated Reporting comprises three basic components: Sage Functions, Sage Data Ranges and sample workbooks.

The Sage Functions, along with Excel's native functions, are the "building blocks" of your worksheet that you can use when you want to include individual values from your accounts data. For example, the 'SgAccBankBalance' function allows you to include the balance of a specified bank account in your worksheet.

The Sage Data Ranges are used as data sources and behave in a similar way to the Excel Query, only they are immediately accessible to you as you do not need to understand the Sage 50 Accounts data structure in order to extract the data you require. Simply select the Sage Data Range you want to include in your worksheet, for example 'Balance Sheet' and Excel inserts the appropriate Sage data starting from the selected cell.

The sample workbooks, such as the Key Performance Indicators (KPI) workbook, are included to illustrate how you can manipulate and present the data you extract from Sage 50 Accounts. The KPI workbook is made up of separate worksheets: Financial Indicators, which shows a number of highlights such as the profit and loss accounts in the form of tables and graphs and Commercial Indicators, displaying information such as your top five customers and suppliers.

When you have followed this guide and you are comfortable with using Excel Integrated Reporting, you can go on to build your own worksheets and workbooks using the Sage Functions and Sage Data Ranges.

Installing

Excel Integrated Reporting is installed along with Sage 50 Accounts 2008, so if you have Sage 50 Accounts 2008 installed on your PC, you can start using the Excel Integrated Reporting feature straight away.

If you're using a networked version of Sage 50 Accounts to access your accounts data from a server, you can use the Excel Integrated Reporting feature from your computer to link to the same data.

It's even possible to use the Excel Integrated Reporting feature on a PC that does not have Sage 50 2008 installed. For example, your Sales Director might want to produce reports based on the accounts data, but doesn't need to install Sage 50 Accounts. A separate, stand-alone installation is provided for such requirements.

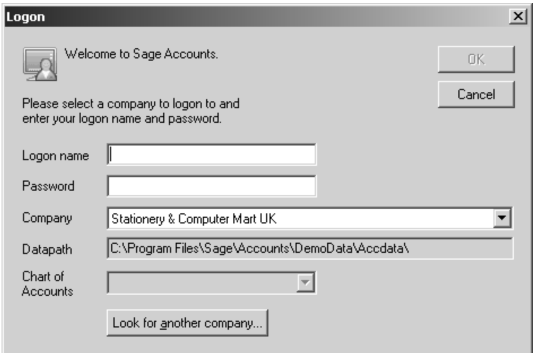
To install Excel Integrated Reporting on a computer that doesn't use Sage 50 Accounts, insert your Sage 50 Accounts 2008 CD into your CD-ROM drive, select the 'Sage Remote Applications' option from the installation menu and choose 'Install Excel Integrated Reporting'. Follow the instructions that appear on your screen and the automatic installer will do the rest for you.

Getting Started

To start using Excel Integrated Reporting, you need to establish the link between Excel and your Sage 50 Accounts data. This section shows you how to set up the link: try this now, so that you can start to explore the Sage Functions and Data Ranges when we look at them in the following sections.

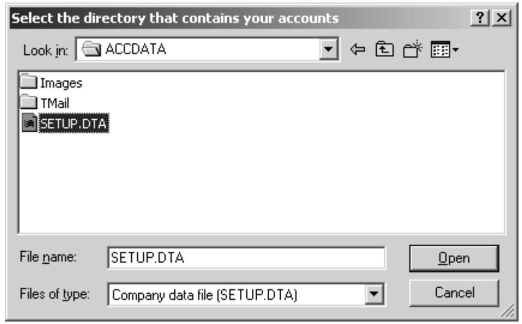
Start Microsoft® Excel and choose Select Company from the Sage menu. Or, if you prefer to use a toolbar, there's a new Sage Integrated Reporting toolbar included in Excel. To see this, open Toolbars from the View menu and select Sage Integrated Reporting. You'll see that the toolbar also contains the Select Company option.

When you click Select Company, a logon window appears:



If Sage 50 Accounts is installed on this computer, Excel Integrated Reporting locates the path used for the latest installation. If your data is also held on this machine's local drive, the Logon window's 'Datapath' box displays the path to the data directory.

If you have more than one company set up in Sage 50 Accounts and you want to select a different company, click 'Look for another company' and use the 'Select the directory that contains your accounts' window to locate the data of the company you want to use:



When you've located the ACCDATA folder containing the data files of the company you want to link to, open it and select the SETUP.DTA file. Click Open to insert the path into the 'Datapath' box in the Logon window. For example, if you link to the data within the COMPANY.001 folder as shown, the 'Datapath' box displays C:\Program Files\Sage\Accounts\Company.001\ACCDATA\.

If you're using Excel Integrated Reporting on a network client computer, or on a machine that does not have Sage 50 Accounts installed, you'll need to use the 'Look for another company' button to locate your data, as described above.

In the Logon window, enter your logon name and password in the boxes provided. Use the 'Company' and 'Chart of Accounts' drop-downs to choose the company information you want to report on, then click OK.

Note: When you first install Excel Integrated Reporting, the only Sage 50 Accounts user who can access the feature is MANAGER. You must logon using the MANAGER user name and its associated password (by default, for example if you have just installed Sage 50 Accounts for the first time, this user name has no password). If you want others to have access to Excel Integrated Reporting, you must create a user name for each person and assign full access to this feature.

TIP: If you intend to use the Sage 50 Accounts Excel features on a regular basis, you will benefit from creating one or more users in Sage 50 Accounts specifically for this purpose. This means that all your Sage 50 Accounts users will be able to continue using Sage 50 Accounts, even while other people in your company are using the Sage Excel features. For full details on how to create users and assign access rights, see your Sage 50 Accounts online Help.

When you save your worksheet, Excel stores the link to your Sage 50 Accounts data, so that you don't have to specify where your data is held each time you open the worksheet.

Now that you've set up the link between the worksheet and your Sage 50 Accounts data, you can start to use the Sage Functions and Data Ranges described in the next sections. Follow the examples provided to familiarise yourself with the features and get an idea of what you can do; we'll start by looking at Sage Functions.

Sage Functions

Excel users will be familiar with its native functions, such as **sum()**, **average()** and **count()**. Sage Functions work in exactly the same way as Excel functions, but they operate on your Sage accounts data as well as information in your Excel worksheet.

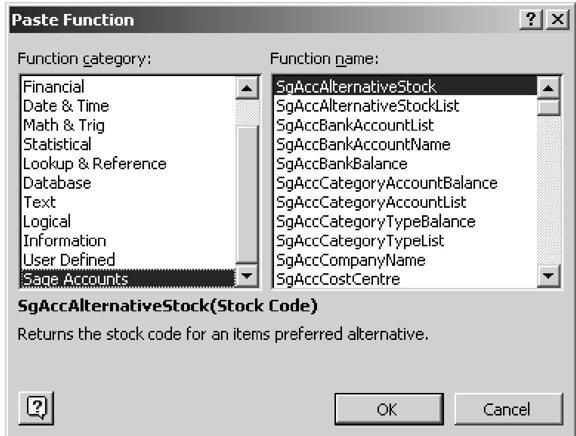
Sage Functions can be divided into two main groups:

- List functions - these can be used to place drop-down selectors on your worksheet.
- Value functions - these return text or number values to your worksheet.

The best way to understand the Sage Functions is to use them, so we'll produce a simple customer look-up worksheet that you can use to retrieve customer account information from Sage 50 Accounts.

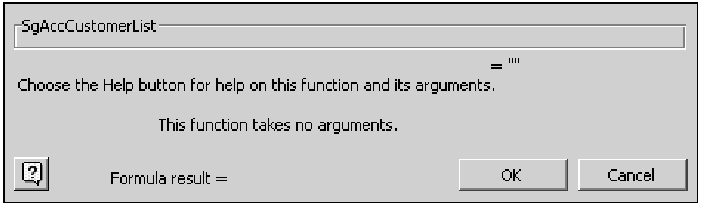
First, we'll insert a Sage list function that provides a drop-down list of your customer accounts. Start by selecting cell A1 in the worksheet and typing a label for the customer account reference, such as 'Customer:'. Now select cell B1 and click the 'Paste Function' button (*fx*) from the toolbar, or choose Function from the Insert menu.

The 'Paste Function' window appears:

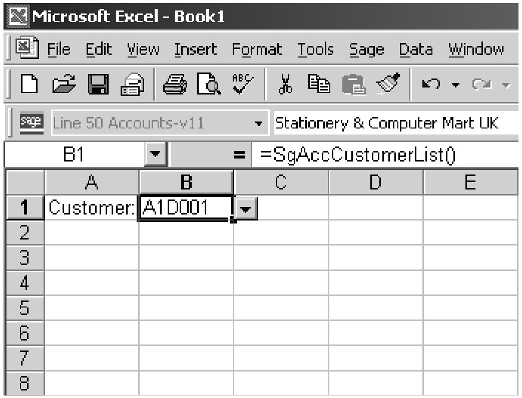


Find and select the 'Sage Accounts' function category in the list - this could be towards the bottom of the category list, so you may have to scroll down. When you select the 'Sage Accounts' category, the right-hand 'Function name' pane displays all the available Sage Functions. Select **SgAccCustomerList** - you'll see that a description of the function appears at the bottom of the Paste Function window to help you choose the function you need.

Click OK and the Formula Palette appears:



Click OK again and cell B1 in your worksheet now displays the Customer List drop-down:



Click the drop-down button and you will see a list of all the customer accounts that exist in your Sage 50 Accounts data. Select a different customer account - you'll notice that as you select an entry in the list, the contents of cell B1 are refreshed.

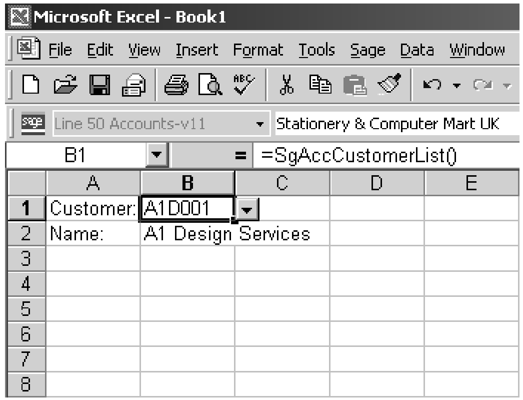
Next, we'll add a value function to retrieve the name of the customer account currently selected in cell B1. Click in cell A2 and type a label for the customer name, then move into cell B2. To insert the value function, just click *fx* again, or choose Function from the Insert menu.

This time, select the **SgAccCustomerName** function from the list of Sage Accounts functions.

When the Formula Palette appears, you need to tell the function where to find the customer account reference. Simply type B1 in the argument box, or click on the B1 cell. Click OK to insert the function into the worksheet.

TIP: If you want to click on a cell and the Formula Palette is covering the one you need to select, you can move the palette. Click and hold down the left mouse button anywhere on the palette and drag it away from the cell you need by moving the mouse and then releasing the left mouse button.

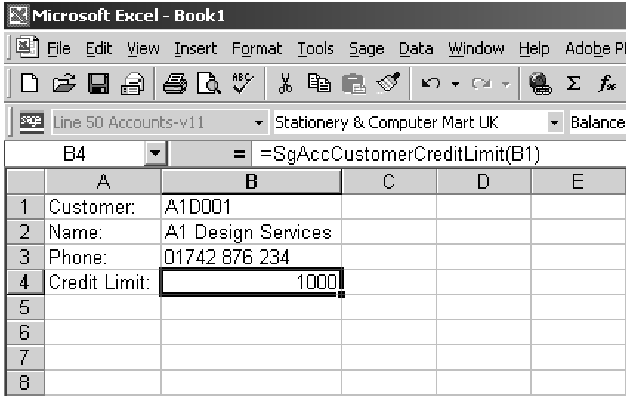
You'll see that cell B2 now contains the name of the customer account that appears in B1:



We'll finish the customer look-up worksheet by adding two more value functions to retrieve the customer's telephone number and credit limit.

Type labels in cells A3 and A4, such as 'Phone:' and 'Credit Limit:'. Now insert the **SgAccCustomerPhone** function into cell B3 and the **SgAccCustomerCreditLimit** function into cell B4, as you did before. Remember to type the cell reference for the cell containing your customer account drop-down when adding these new functions.

Your worksheet should now look something like this:



Try changing the customer reference in cell B1 by clicking the drop-down list. When you select a different customer reference, you'll see that the name, phone and credit limit information automatically updates. By creating a simple worksheet using just one list function and three value functions, we can quickly look up customer information held in Sage 50 Accounts, directly from Excel!

Try some of the other Sage Functions to become familiar with the information available. You'll notice that some of the functions require more than one argument, for example **SgAccCustomerAgedBalance**. In these cases, simply enter the criteria you want Excel to return the result for, for example the Year and Period.

Sage Functions provide a simple way to access Sage 50 Accounts data from Excel, but you may be wondering whether there's an easy way to get larger amounts of data from Sage 50 Accounts into Excel. It's time to move on to Sage Data Ranges.

Sage Data Ranges

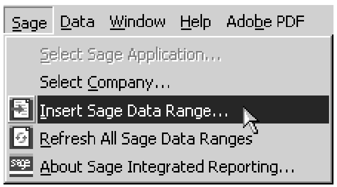
Sage Data Ranges provide an easy-to-use way of getting large amounts of data from Sage 50 Accounts into your Excel worksheet, including standard Sage reports or your own custom reports.

Some Sage Data Ranges invite you to enter parameters, or criteria, so that you can specify exactly what data you want to appear. For example, if you choose to insert the 'Nominal Account Totals by Month' data range, you can specify the range of nominal codes for which you want Excel to return your data.

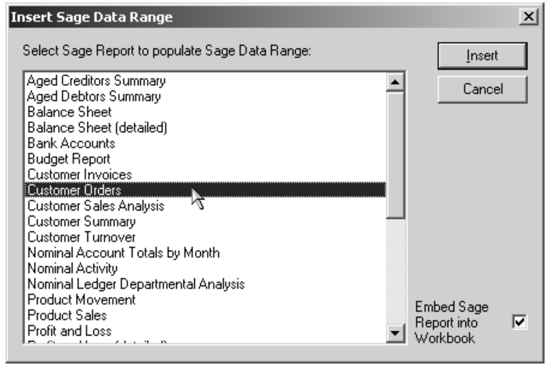
Let's add the 'Top Customers by Sales' data range to the worksheet you've been working on.

To insert a Sage Data Range, start by selecting the worksheet cell you want the range to start from. Select cell A6 in your worksheet.

Next, select Sage from the menu bar. From the drop-down menu, choose 'Insert Sage Data Range':



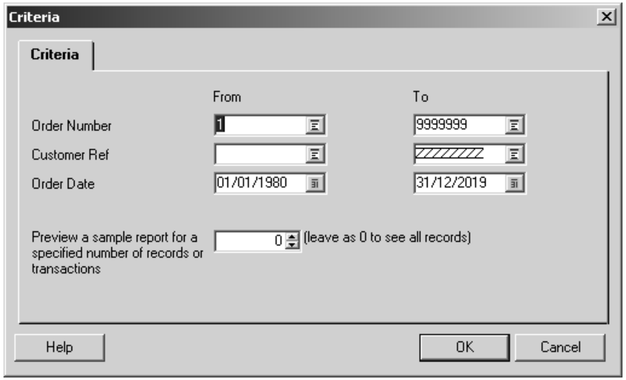
A list of available Sage Data Ranges appears:



Now, select the range you want to include in your workbook from the list. In this example, select **Customer Orders** in the list and click Insert.

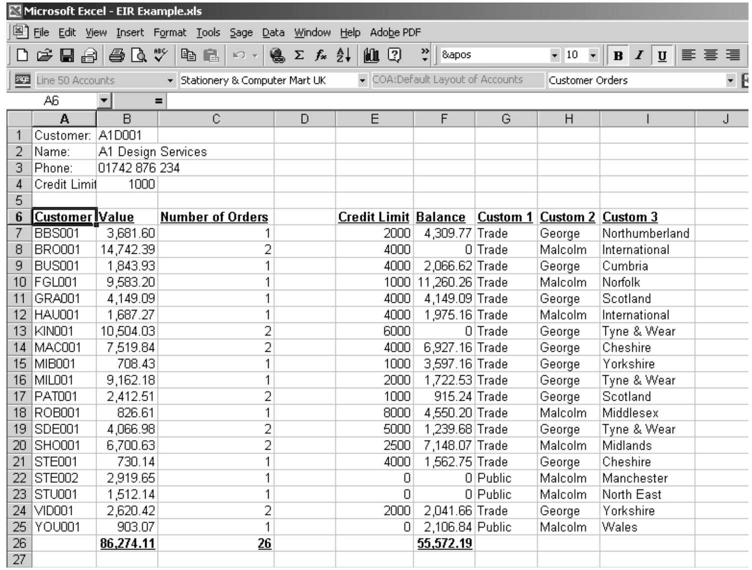
TIP: Select 'Embed Sage Report into Workbook' if you are going to send the finished Excel worksheet to someone who does not have the selected Sage Data Range (report file). The report file is attached to the worksheet providing a full working copy of the report.

This Sage Data Range requires you to enter parameters, so the Criteria window appears:



Simply enter the criteria you want to use, and click OK when you are ready to continue.

Excel inserts the 'Customer Orders' data range, starting at the currently selected cell. Your worksheet should now look something like this:



	A	B	C	D	E	F	G	H	I	J
1	Customer:	A1D001								
2	Name:	A1 Design Services								
3	Phone:	01742 876 234								
4	Credit Limit	1000								
5										
6	**Customer**	**Value**	**Number of Orders**		**Credit Limit**	**Balance**	**Custom 1**	**Custom 2**	**Custom 3**	
7	BBS001	3,681.60	1		2000	4,309.77	Trade	George	Northumberland	
8	BRO001	14,742.39	2		4000	0	Trade	Malcolm	International	
9	BUS001	1,843.93	1		4000	2,066.62	Trade	George	Cumbria	
10	FGL001	9,583.20	1		1000	11,260.26	Trade	Malcolm	Norfolk	
11	GRA001	4,149.09	1		4000	4,149.09	Trade	George	Scotland	
12	HAU001	1,687.27	1		4000	1,975.16	Trade	Malcolm	International	
13	KIN001	10,504.03	2		6000	0	Trade	George	Tyne & Wear	
14	MAC001	7,519.84	2		4000	6,927.16	Trade	George	Cheshire	
15	MIB001	708.43	1		1000	3,597.16	Trade	George	Yorkshire	
16	MIL001	9,162.18	1		2000	1,722.53	Trade	George	Tyne & Wear	
17	PAT001	2,412.51	2		1000	915.24	Trade	George	Scotland	
18	ROB001	826.61	1		8000	4,550.20	Trade	Malcolm	Middlesex	
19	SDE001	4,066.98	2		5000	1,239.68	Trade	George	Tyne & Wear	
20	SHO001	6,700.63	2		2500	7,148.07	Trade	Malcolm	Midlands	
21	STE001	730.14	1		4000	1,562.75	Trade	George	Cheshire	
22	STE002	2,919.65	1		0	0	Public	Malcolm	Manchester	
23	STU001	1,512.14	1		0	0	Public	Malcolm	North East	
24	VID001	2,620.42	2		2000	2,041.66	Trade	George	Yorkshire	
25	YOU001	903.07	1		0	2,106.84	Public	Malcolm	Wales	
26		**86,274.11**	**26**			**55,572.19**				
27										

By simply selecting a Sage Data Range from the list, you've inserted a summary report of your customers' orders into your worksheet.

If you want to view the details of any of the customers listed, select their account reference using the drop-down in cell B1. The functions you entered earlier display the customer's full account name, phone number and credit limit.

TIP: You can modify the criteria of a data range such as the selected date or transaction range. To do this, select the data range and right-click, choose Sage from the menu option, then select 'Sage Data Range Properties'. Click Modify Criteria on the displayed 'Sage Data Range Properties' window to change the data range's criteria.

Sage Data Ranges link dynamically to your Sage 50 Accounts data: if your Sage data changes, you might want your workbook to reflect those changes, or you might not.

You can control how your workbook responds to changes in your Sage 50 Accounts data using the Refresh feature. You can refresh:

- The whole workbook.

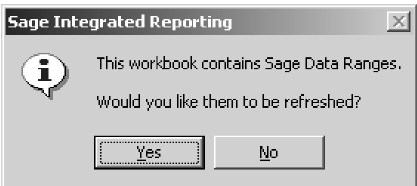
  To do this click Refresh on the Sage Integrated Reporting toolbar. You can also select the Sage menu and choose 'Refresh Sage Data'.

- A single data range within the workbook.

  To do this select the data range, right-click using the mouse and choose 'Sage' from the menu options, then select 'Refresh Sage Data Range'.

If you choose not to refresh the Sage data in your workbook, it will remain unchanged, regardless of any amendments you make in Sage 50 Accounts.

When you open a saved workbook that contains Sage Data Ranges, Excel displays a message:



Again, you can choose to refresh the data ranges in your workbook by clicking Yes, or to leave the data ranges unchanged by clicking No.

You've seen how Sage Functions and Sage Data Ranges can help you to access your Sage 50 Accounts data. Let's look now at the Sample Workbooks included with Excel Integrated Reporting, to see what type of results you can produce by combining the functions and data ranges with Excel's native functionality.

Sample Workbooks

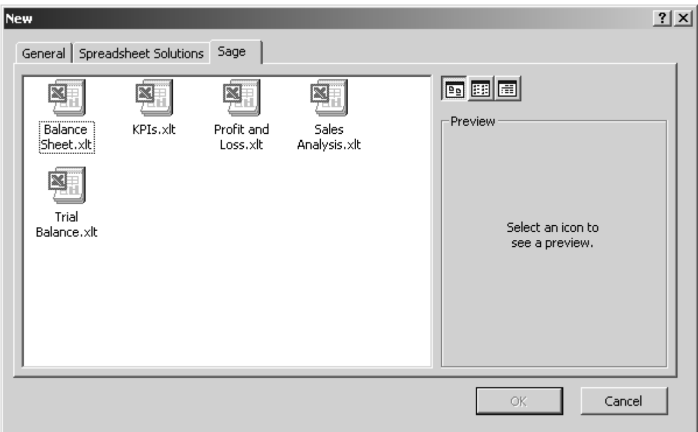
Excel Integrated Reporting for Sage 50 Accounts comes complete with a set of sample workbooks. These illustrate the type of results you can produce by combining Sage Data Ranges and Sage Functions with Excel's native functionality.

The sample workbooks included are:

- Key Performance Indicators
- Balance Sheet
- Profit and Loss
- Trial Balance
- Sales Analysis

The sample workbooks are installed in the form of Excel templates, allowing you to open the files to view, or to use them as the basis for your own customised workbooks.

To open a workbook template, open Excel's File menu and choose New. From the New window, click the Sage tab:



Select the workbook template you want to view or edit, for example 'KPIs.xlt' and click OK.

Note: The sample workbook templates install into Excel's default Templates directory, within a new folder called 'Sage'. Each individual Windows user name has its own Templates folder. For example, the user 'john.smith' might access Excel templates from C:\Documents and Settings\john.smith\Application Data\Microsoft\Templates. If more than one user needs to access the templates on a single machine, you must copy the 'Sage' folder into the Templates directory for each user.

Because the sample workbooks contain Sage data, a confirmation message appears, prompting you to refresh the data. Click Yes to refresh the data, or click No to view the sample data as it currently appears.

The sample workbooks demonstrate the type of results you can achieve using the Excel Integrated Reporting technology. The information they display is based on the data contained within Sage 50 Accounts's Demonstration company, 'Stationery & Computer Mart (UK)'. To apply any of the workbooks to your own business, you may need to modify the nominal report categories that the workbooks are built on using the appropriate queries and data ranges.

For example, you might have a different set of 'key performance indicators' than those shown in the sample Key Performance Indicators workbook that you would like to report on, perhaps using other parts of your accounts data and using alternative table and simple chart formats. You might even choose to employ some of Excel's more advanced native technologies, such as Charting and PivotTables.

If you're already familiar with extracting data from other Sage applications or third-party programs into Excel, you could combine this with your Sage accounts data to produce your own consolidated reports from multiple data sources.

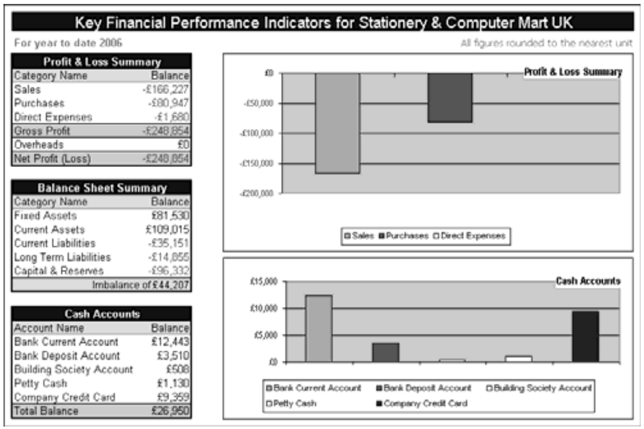
Key Performance Indicators Workbook

The Key Performance Indicators (KPI) workbook is an accessible summary of real-time management information. It takes headline information from your accounts and presents it in a format that is accessible, portable and easy to understand.

You can use the KPI workbook illustratively, as an 'at-a-glance' guide, to share with others an understanding of how the organisation is performing overall. Alternatively, you can use the workbook diagnostically, as a tool to check and measure the 'vital signs' of the financial health of the organisation.

The KPI workbook presents two types of key performance indicators in separate worksheets. Both sheets use simple data ranges, functions, tables and charts.

- The **Financial Indicators** worksheet presents headline information and charts based on the financials of the organisation. For example, you can view summaries and charts for the profit and loss accounts and the total balances on each of your bank accounts:


Key Financial Performance Indicators for Stationery & Computer Mart UK

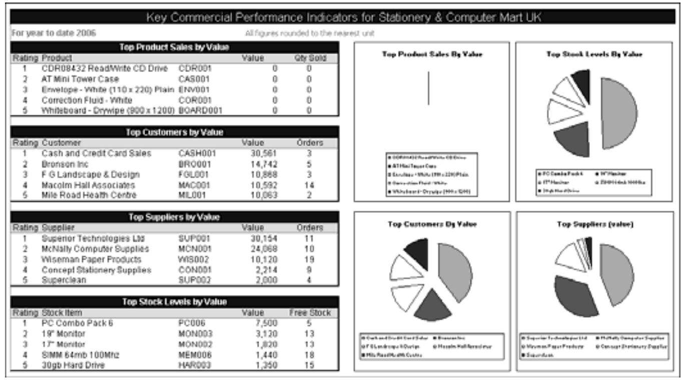
For year to date 2006 — All figures rounded to the nearest unit

Profit & Loss Summary	
Category Name	Balance
Sales	-£166,227
Purchases	-£80,947
Direct Expenses	-£1,680
Gross Profit	-£248,854
Overheads	£0
Net Profit (Loss)	-£248,854

Balance Sheet Summary	
Category Name	Balance
Fixed Assets	£81,530
Current Assets	£109,015
Current Liabilities	-£35,151
Long Term Liabilities	-£14,855
Capital & Reserves	-£96,332
	Imbalance of £44,207

Cash Accounts	
Account Name	Balance
Bank Current Account	£12,443
Bank Deposit Account	£3,510
Building Society Account	£508
Petty Cash	£1,130
Company Credit Card	£9,359
Total Balance	£26,950

- The **Commercial Indicators** worksheet presents headline information on some of the commercial aspects of the organisation, showing, for example, the top five customers and suppliers, in order of value, in tabular format and supplemented with pie charts:


Key Commercial Performance Indicators for Stationery & Computer Mart UK

For year to date 2006 — All figures rounded to the nearest unit

Top Product Sales by Value				
Rating	Product		Value	Qty Sold
1	CDR08432 Read/Write CD Drive	CDR001	0	0
2	AT Mini Tower Case	CAS001	0	0
3	Envelope - White (110 x 220) Plain	ENV001	0	0
4	Correction Fluid - White	COR001	0	0
5	Whiteboard - Drywipe (900 x 1200)	BOARD001	0	0

Top Customers by Value				
Rating	Customer		Value	Orders
1	Cash and Credit Card Sales	CASH001	30,561	3
2	Bronson Inc	BRO001	14,742	5
3	F G Landscape & Design	FGL001	10,868	3
4	Macolm Hall Associates	MAC001	10,592	14
5	Mile Road Health Centre	MIL001	10,063	2

Top Suppliers by Value				
Rating	Supplier		Value	Orders
1	Superior Technologies Ltd	SUP001	30,154	11
2	McNally Computer Supplies	MCN001	24,068	10
3	Wiseman Paper Products	WIS002	10,120	19
4	Concept Stationery Supplies	CON001	2,214	9
5	Superclean	SUP002	2,000	4

Top Stock Levels by Value				
Rating	Stock Item		Value	Free Stock
1	PC Combo Pack 6	PC006	7,500	5
2	19" Monitor	MON003	3,120	13
3	17" Monitor	MON002	1,820	13
4	SIMM 64mb 100Mhz	MEM006	1,440	18
5	30gb Hard Drive	HAR003	1,350	15

In addition to the Financial Indicators and Commercial Indicators worksheets, the KPI workbook also contains a **Criteria** worksheet that enables you to select a different financial period to view.

Like all the sample workbooks, the KPI workbook is based on the data in Sage 50 Accounts' Demonstration company, but you can configure and extend it as you require to fit the needs of your organisation.

Balance Sheet Workbook

The Balance Sheet workbook provides you with a series of sample report layouts that you can use in your business.

The workbook is made up of six separate worksheets. The **Criteria** sheet enables you to select a different financial period to view data for. The remaining worksheets display a number of different Balance Sheet report formats for you to choose from:

- The **Horizontal** layout displays all your balance sheet information in a single view:

Balance Sheet for Stationery & Computer Mart UK

Report Details			All figures rounded to the nearest unit		
Financial Year	2006				
Month	0				
Fixed Assets			**Long Term Liabilities**		
Account Name	This Month	YTD	Account Name	This Month	YTD
Property	0	0	Creditors : Long Term	(14,855)	(14,855)
Plant and Machinery	46,515	46,515			
Office Equipment	0	0			
Furniture and Fixtures	16,807	16,807			
Motor Vehicles	18,208	18,208			
Total	**81,530**	**81,530**	**Total**	**(14,855)**	**(14,855)**
Current Assets			**Current Liabilities**		
Account Name	This Month	YTD	Account Name	This Month	YTD
Stock	35,000	35,000	Term	(43,207)	(43,207)
Debtors	62,645	62,645	Taxation	(7,404)	(7,404)
Deposits and Cash	5,148	5,148	Wages	(120)	(120)
Credit Card (Debtors)	0	0	(Creditors)	9,359	9,359
Bank Account	12,443	12,443	Bank Account	12,443	12,443
VAT Liability	(6,222)	(6,222)	VAT Liability	(6,222)	(6,222)
Total	**109,015**	**109,015**	**Total**	**(35,151)**	**(35,151)**
Total Assets	**190,545**	**190,545**	**Total Liabilities**	**(50,006)**	**(50,006)**
Total Assets Less Liab	**140,539**	**140,539**			
Capital & Reserves					
Account Name	This Month	YTD			
Share Capital	96,332	96,332			
Reserves	0	0			
Capital Employed	**96,332**	**96,332**			

- The **Sage 50 Accounts** worksheet replicates the existing Sage 50 Accounts Balance Sheet report layout.
- The **Vertical** layout is similar to the Sage 50 Accounts worksheet.
- The **Separated** sheet keeps assets and liabilities clearly separated:

Stationery & Computer Mart UK

Balance Sheet

All figures rounded to the nearest unit

	This Month		Year to Date	
Assets				
Fixed Assets				
Property	0		0	
Plant and Machinery	46,515		46,515	
Office Equipment	0		0	
Furniture and Fixtures	16,807		16,807	
Motor Vehicles	18,208		18,208	
Total Fixed Assets		18,208		18,208
Current Assets				
Stock	35,000		35,000	
Debtors	62,645		62,645	
Deposits and Cash	5,148		5,148	
Credit Card (Debtors)	0		0	
Bank Account	12,443		12,443	
VAT Liability	(6,222)		(6,222)	
Total Current Assets		109,015		109,015
Total Assets		**127,223**		**127,223**
Shareholder's equity and liabilities				
Capital & Reserves				
Share Capital		96,332		96,332
Reserves		0		0
Total Shareholder's equity		96,332		96,332
Long Term Liabilities				
Creditors : Long Term	14,855		14,855	
		14,855		14,855
Current Liabilities				
Creditors : Short Term	43,207		43,207	
Taxation	7,404		7,404	
Wages	120		120	
Credit Card (Creditors)	(9,359)		(9,359)	
Bank Account	(12,443)		(12,443)	
VAT Liability	6,222		6,222	
Total Current Liabilities		35,151		35,151
Profit & Loss		0		0
Total Shareholder's equity and liabilities		**242,670**		**242,670**

There is no "right" layout for you to use - the format you choose depends upon your business and on how you want to represent its financial information on paper.

As each worksheet is amendable, you can use these sample layouts as a starting point to deliver customised balance sheets that exactly match your business requirements.

Profit and Loss Workbook

Like the Balance Sheet workbook, this provides you with a series of sample Profit and Loss reports that you can apply to your business.

The workbook comprises four separate worksheets. The **Criteria** sheet enables you to select a different financial period to view the information for. The remaining four sheets provide a number of different Profit and Loss formats for you to choose from:

- The **Horizontal** layout provides all your profit information in a single view:

Profit & Loss Report for Stationery & Computer Mart UK

Report Details		
Financial Year	**2006**	All figures rounded to
Month	**0**	the nearest unit

	This Month	**Year to Date**
Sales		
Product Sales	165,297	165,297
Export Sales	0	0
Sales of Assets	0	0
Credit Charges (Late	0	0
Other Sales	930	930
Total Sales	**166,227**	**166,227**
Purchases		
Purchases	(75,236)	(75,236)
Purchase Charges	(1)	(1)
Stock	(5,710)	(5,710)
Total Purchases	**(80,947)**	**(80,947)**
Direct Expenses		
Labour	0	0
Commissions	0	0
Sales Promotion	(1,680)	(1,680)
Miscellaneous Expenses	0	0
Total Direct Expense	**(1,680)**	**(1,680)**
Profit Before Overheads	**83,600**	**83,600**
Overheads		
Gross Wages	(36,162)	(36,162)
Rent and Rates	(6,600)	(6,600)
Heat, Light and Power	(802)	(802)
Motor Expenses	(261)	(261)
Travelling and	(242)	(242)
Printing and Stationery	(291)	(291)
Professional Fees	0	0
Equipment Hire and	0	0
Maintenance	(50)	(50)
Bank Charges and	(44)	(44)
Depreciation	(1,010)	(1,010)
Bad Debts	(0)	(0)
General Expenses	3	3
Suspense & Mispostings	(155)	(155)
Total Overheads	**(45,615)**	**(45,615)**
Net (Profit)/Loss	**37,985**	**37,985**

- The **Sage 50 Accounts** worksheet replicates the existing Sage 50 Accounts Profit and Loss report layout.
- The **Vertical** format is similar to the Sage 50 Accounts worksheet.

Again, there is no "right" layout for you to use - choose the one that fits your requirements.

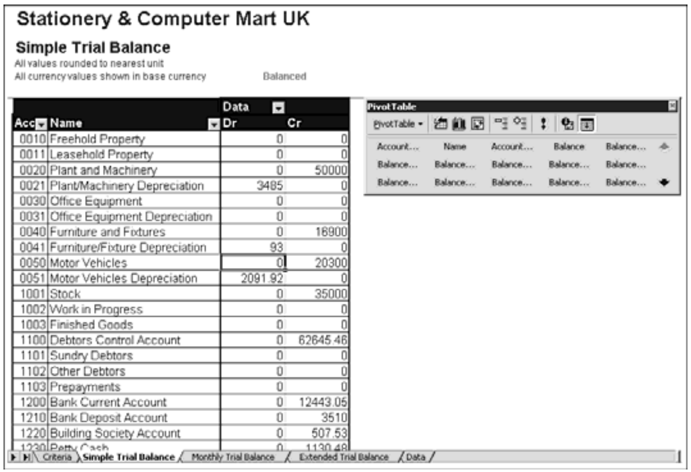
Use the sample Profit and Loss formats as a basis to create your own report that is perfectly tailored to your own business's needs.

Trial Balance Workbook

This workbook provides you with a series of sample Trial Balance reports and includes PivotTables to illustrate the type of results you might achieve if you apply some of Excel's more advanced native functionality.

The workbook contains five separate worksheets and includes (together with the **Criteria** sheet) the following different Trial Balance formats:

- The **Simple Trial Balance** uses PivotTable technology to present the total ledger balances in a standard two-column debit and credit format, with grand totals and balance checking:



Stationery & Computer Mart UK

Simple Trial Balance

All values rounded to nearest unit
All currency values shown in base currency — Balanced

Acc	Name	Dr	Cr
0010	Freehold Property	0	0
0011	Leasehold Property	0	0
0020	Plant and Machinery	0	50000
0021	Plant/Machinery Depreciation	3485	0
0030	Office Equipment	0	0
0031	Office Equipment Depreciation	0	0
0040	Furniture and Fixtures	0	16900
0041	Furniture/Fixture Depreciation	93	0
0050	Motor Vehicles	0	20300
0051	Motor Vehicles Depreciation	2091.92	0
1001	Stock	0	35000
1002	Work in Progress	0	0
1003	Finished Goods	0	0
1100	Debtors Control Account	0	62645.46
1101	Sundry Debtors	0	0
1102	Other Debtors	0	0
1103	Prepayments	0	0
1200	Bank Current Account	0	12443.05
1210	Bank Deposit Account	0	3510
1220	Building Society Account	0	507.53
1230	Petty Cash	0	1130.48

- The **Monthly Trial Balance** analyses the ledger balances into the brought forward balance, monthly balances and carry forward balance, this time presenting debits and credits as negative and positive values respectively.

- The **Extended Trial Balance** draws on the Simple Trial Balance and also provides an opportunity to make adjustments to the ledger balances, to carry the combined figures through to summary Profit and Loss and Balance Sheet accounts and make balancing entries on those accounts.

As with all the sample workbooks, select the layout that most closely relates to your business needs.

Sales Analysis Workbook

This workbook provides you with several sample configurable Sales Analysis reports that you can use within your business from day one. As in the Trial Balance workbook, the worksheets contained within the workbook use PivotTables and PivotCharts.

The workbook contains eight worksheets. Together with the **Criteria** sheet and the **Data** sheet, which displays the raw data from which the other worksheets are compiled, it contains the following Sales Analysis formats:

- The **Sales Value by Customer** worksheet provides an analysis of customer sales by value per month:

Stationery & Computer Mart UK

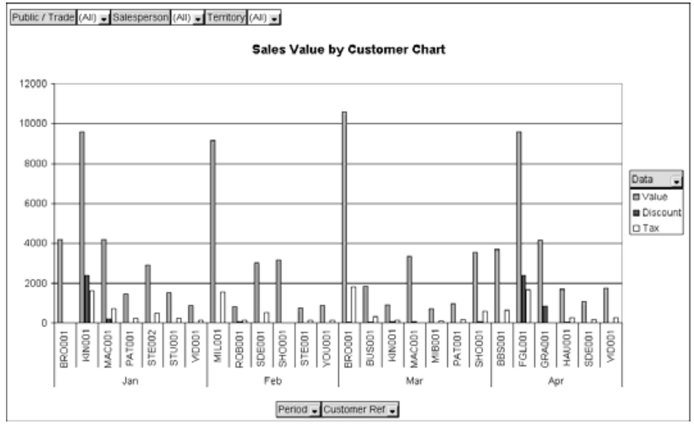
Sales Value by Customer

All currency values shown in base currency

Public / Trade	(All)
Salesperson	(All)
Territory	(All)

		Data		
Period	Customer Ref	Value	Discount	Tax
Jan				
	BRO001	4176.2	0	0
	KIN001	9583.2	2395.8	1635.13
	MAC001	4199.89	205.62	716.62
	PAT001	1440.67	0	245.8
	STE002	2919.65	0	498.17
	STU001	1512.14	0	258.01
	VID001	876.34	0	149.51
Jan Total		24708.09	2601.32	3503.24
Feb				
	MIL001	9162.18	0	1563.3
	ROB001	826.61	62.23	144.67
	SDE001	3011.93	0	527.09
	SHO001	3154	0	0
	STE001	730.14	0	127.79
	YOU001	903.07	0	154.08
Feb Total		17787.93	62.23	2516.93
Mar				
	BRO001	10566.19	33.91	1802.86
	BUS001	1843.93	47.27	322.68
	KIN001	920.83	69.3	157.1
	MAC001	3319.95	67.75	0
	MIB001	708.43	0	123.98
	PAT001	971.84	0	165.82
	SHO001	3546.63	85.45	605.14
Mar Total		21877.8	303.68	3177.58
Apr				
	BBS001	3681.6	0	628.17
	FGL001	9583.2	2395.8	1677.06
	GRA001	4149.09	849.81	0
	HAU001	1687.27	34.43	287.89
	SDE001	1055.05	0	184.63
	VID001	1744.08	0	297.57
Apr Total		21900.29	3280.04	3075.32
Grand Total		86274.11	6247.27	12273.07

- This information is also illustrated in the form of a chart in the **Sales Value by Customer Chart** worksheet:



- The **Sales % Value by Customer** worksheet provides a similar analysis, by percentage:

Stationery & Computer Mart UK

Sales % Value by Customer

All currency values shown in base currency

Public / Trade	(All)
Salesperson	(All)
Territory	(All)

		Data		
Period	**Customer Ref**	**% Quantity**	**% Value**	**% Discount**
Jan				
	BRO001	0.7%	4.8%	0.0%
	KIN001	5.0%	11.1%	38.3%
	MAC001	6.3%	4.9%	3.3%
	PAT001	8.0%	1.7%	0.0%
	STE002	4.7%	3.4%	0.0%
	STU001	0.7%	1.8%	0.0%
	VID001	4.5%	1.0%	0.0%
Jan Total		30.0%	28.6%	41.6%
Feb				
	MIL001	3.4%	10.6%	0.0%
	ROB001	6.0%	1.0%	1.0%
	SDE001	5.1%	3.5%	0.0%
	SHO001	0.4%	3.7%	0.0%
	STE001	3.4%	0.8%	0.0%
	YOU001	0.4%	1.0%	0.0%
Feb Total		18.6%	20.6%	1.0%
Mar				
	BRO001	3.6%	12.2%	0.5%
	BUS001	3.5%	2.1%	0.8%
	KIN001	4.9%	1.1%	1.1%
	MAC001	0.6%	3.8%	1.1%
	MIB001	3.6%	0.8%	0.0%
	PAT001	0.5%	1.1%	0.0%
	SHO001	4.9%	4.1%	1.4%
Mar Total		21.6%	25.4%	4.9%
Apr				
	BBS001	6.3%	4.3%	0.0%
	FGL001	5.0%	11.1%	38.3%
	GRA001	0.8%	4.8%	13.6%
	HAU001	0.9%	2.0%	0.6%
	SDE001	5.5%	1.2%	0.0%
	VID001	11.2%	2.0%	0.0%
Apr Total		29.8%	25.4%	52.5%
Grand Total		**100.0%**	**100.0%**	**100.0%**

- The **Sales Value by Category** worksheet provides an analysis of the top ten sales by value, per month, per category:

Stationery & Computer Mart UK

Sales Value by Category

All currency values shown in base currency

Public / Trade	(All)
Salesperson	(All)
Territory	(All)

		Data		
Period	**Category**	**Ordered**	**Value**	**Discount**
Jan				
	Business Machines	1	71.25	0
	Computer Accessories	33	372.49	1.03
	Computer Hardware	64	20659.2	2231.7
	Envelopes and Mailing	92	577.04	53
	Office Supplies	36	175.69	13.45
	Organising and Filing	3	165.4	0.85
	Paper Products	370	969.57	90.09
	Presentation Supplies	48	668.04	38.76
	Telecomunications	4	997.56	172.44
	Writing Equipment	24	51.85	0
Jan Total		675	24708.09	2601.32
Feb				
	Business Machines	1	66.26	4.99
	Computer Accessories	19	182.67	0.5
	Computer Hardware	38	14553.4	0
	Envelopes and Mailing	49	293.13	6.95
	Office Supplies	22	110.43	0.7
	Organising and Filing	3	155.36	8.64
	Paper Products	236	663.8	14.51
	Presentation Supplies	40	548.19	25.01
	Telecomunications	4	1198	0
	Writing Equipment	8	16.69	0.93
Feb Total		420	17787.93	62.23
Mar				
	Business Machines	1	62.78	4.72
	Computer Accessories	25	271.33	4.36
	Computer Hardware	50	18554.41	121.89
	Envelopes and Mailing	63	366.33	43.49
	Office Supplies	28	140.77	7.22
	Organising and Filing	2	97.16	4.09
	Paper Products	264	683.83	68.96
	Presentation Supplies	35	453.95	47.25
	Telecomunications	4	1216	0
	Writing Equipment	15	31.24	1.7
Mar Total		487	21877.8	303.68
Apr				
	Business Machines	1	67.5	0
	Computer Accessories	38	388.63	16.52
	Computer Hardware	68	18466.98	3036.72
	Envelopes and Mailing	71	421.56	0
	Office Supplies	22	105.9	0
	Organising and Filing	3	175.5	0
	Paper Products	399	1007.38	61.2
	Presentation Supplies	40	547.2	0
	Telecomunications	2	662.4	165.6
	Writing Equipment	27	57.24	0
Apr Total		671	21900.29	3280.04
Grand Total		**2253**	**86274.11**	**6247.27**

- The **Sales Value by Department** provides a similar analysis by department:

Stationery & Computer Mart UK

Sales Value by Department

© Copyright 2004, Sage (UK) Ltd

All currency values shown in base currency

Public / Trade	(All)
Salesperson	(All)
Territory	(All)

		Data		
Period	**Department**	**Quantity**	**Value**	**Discount**
Jan	Sales	675	24708.09	2601.32
Jan Total		675	24708.09	2601.32
Feb	Sales	420	17787.93	62.23
Feb Total		420	17787.93	62.23
Mar	Sales	487	21877.8	303.68
Mar Total		487	21877.8	303.68
Apr	Sales	671	21900.29	3280.04
Apr Total		671	21900.29	3280.04
Grand Total		**2253**	**86274.11**	**6247.27**

- The **Sales Value by Product** worksheet provides an analysis of sales by product category and product per month:

Stationery & Computer Mart UK

Sales Value by Product

© Copyright 2004, Sage (UK) Ltd

All currency values shown in base currency

Account Ref	(All)

Sales Value		**Order Date**				
Category	**Item**	**Jan**	**Feb**	**Mar**	**Apr**	**Grand Total**
Business Machines	LAM001	71.25	66.26	62.78	67.5	267.79
Business Machines Total		71.25	66.26	62.78	67.5	267.79
Computer Accessories	MOUSE002	7.1	6.6	3.77	9.45	26.92
	MOUSE003	2.94	1.47	2.84	2.65	9.9
	TR003	84.47	48.6	50.62	56.77	240.46
	TR004	28.5		27.93	23.66	80.09
	TR005	249.48	126	186.17	296.1	857.75
Computer Accessories Total		372.49	182.67	271.33	388.63	1215.12
Computer Hardware	MEM002	261	208.8	208.8	313.2	991.8
	MEM003	392	98	190	352.8	1032.8
	MEM004	135	108	108	162	513
	MEM006	196		131.63	237.5	565.13
	MON003	228		200.88	216	644.88
	MOTH001	196	147	142.5	264.6	750.1
	MOTH003	126	126	126	126	504
	PC001	3072.3	1980	2612.5		7664.8
	PC002	3087.5	2470	2420.6	3075.15	11053.25
	PC003	2205		1316.25	2850	6371.25
	PC004	3060	3230	3230	3060	12580
	PC005	3456	3420	3420	3456	13752
	PC006	2160	1425	2850	2160	8595
	PRC003	784	588	570	882	2824
	PRN003	274.4	68.6	189.35	318.22	850.57
	PRN004	1026	684	837.9	993.51	3541.41
Computer Hardware Total		20659.2	14553.4	18554.41	18466.98	72233.99
Envelopes and Mailing	ENV001	170.12	88.99	116.14		375.25
	ENV002	261.58	92.27	135.18	350.55	839.58
	ENV003	88.64	74.25	72.62		235.51
	TAPE001	31.5	22.5	24.75	38.25	117
	TAPE002	25.2	15.12	17.64	32.76	90.72
Envelopes and Mailing Total		577.04	293.13	366.33	421.56	1658.06
Office Supplies	LABELS002	15.84	7.64	12.12		35.6
	REMEMBER02	19.92	9.26	11.72	18.9	59.8
	REMEMBER03	63	50.33	54.65		167.98
	RUB001	65.76	32.4	53.73	87	238.89
	SCI001	11.17	10.8	8.55		30.52
Office Supplies Total		175.69	110.43	140.77	105.9	532.79
Organising and Filing	FIL001	41.9	40.5	42.75		125.15
	FIL002	123.5	114.86	54.41	175.5	468.27
Organising and Filing Total		165.4	155.36	97.16	175.5	593.42
Paper Products	PAPER001	182.04	169.3	88.84	279.6	719.78
	PAPER002	246.21		152.1	330	728.31
	PAPER003	373.48	360.06	323.97	244.8	1302.31
	PAPER005	74.8	52.8	61.6	88	277.2
	PAPER006	25.27	23.5	15.9	30.78	95.45
	PAPER007	67.77	58.14	41.42	34.2	201.53
Paper Products Total		969.57	663.8	683.83	1007.38	3324.58
Presentation Supplies	FLIP001	189.24	216	129.2		534.44
	FLIP002	410.4	268.58	294.62	460.8	1434.4
	LAM002	68.4	63.61	30.13	86.4	248.54
Presentation Supplies Total		668.04	548.19	453.95	547.2	2217.38
Telecomunications	FAX001	335.16	324	342		1001.16
	FAX003	662.4	874	874	662.4	3072.8
Telecomunications Total		997.56	1198	1216	662.4	4073.96
Writing Equipment	PEN001	13.3	5.3	6.7	18	43.3
	PEN002	19	7.07	10.04	5.4	41.51
	PEN003	3.8		1.67	7.2	12.67
	PEN004	7.11		4.19	18	29.3
	PEN006	8.64	4.32	8.64	8.64	30.24
Writing Equipment Total		51.86	16.69	31.24	57.24	157.02
Grand Total		**24708.09**	**17787.93**	**21877.8**	**21900.29**	**86274.11**

As with each of the sample workbooks, the layout you choose depends on your business needs and the information you want to display.

Getting Support on Excel

Many of our customers use Microsoft® Excel for financial analysis, forecasting, scheduling, expenses and so on in conjunction with their Sage software. Most of these customers are self-taught, or rely on colleagues for help.

For people who use Excel every day, this means you have to learn everything by trial and error, which may take you twice as long and even then you might not be making the best use of your software.

Put simply, 'Excel Support - Powered By SageCover' provides expert telephone and online advice. It helps you to get the best from your software, cutting the time it takes you to complete your task, increasing your productivity and giving you the skills and knowledge you need to meet your objectives.

Powered By SageCover?

'Excel Support - Powered By SageCover' is available whether you have a SageCover contract or not, but for those who are already supported by SageCover it has many familiar features. These include technical help from dedicated Microsoft® certified consultants, 'Ask A Question' web solutions and online technical support guides.

It's worthwhile knowing that you are supported by an award-winning support service. Sage's Technical Support helpdesk has achieved the following awards:

- Winner: North East Contact Centre of the Year, North East Contact Centre Awards 2004
- Runner Up: Best Call Centre of the Year, European Call Centre Awards 2004

From Less Than £10 per Month

You don't need to know everything Excel can do in order to use it effectively, but if you want to improve your productivity, then 'Excel Support - Powered By SageCover' can show you the way to do it.

'Excel Support - Powered By SageCover' provides:

- Expert advice to help you solve your Excel problems more quickly.
- Help to make workbooks look more professional.
- Advice on hidden tips and tricks. For an excellent example of this see the section, *Technical Tip* on page 22.
- Support in making you more proficient and introducing you to new solutions.
- Recommendations and suggestions to help you use Excel more efficiently and reduce repetitive inputting.
- Specialist guidance to improve the overall level of your Excel skills.

'Excel Support - Powered By SageCover' can offer specific advice on:

- Formulas and functions
- Charting and graphs
- Management and analysis of data
- Data consolidation from several worksheets
- Collaboration on workbooks by multiple users

Call 0800 33 66 33 to sign up for support so you can benefit from professional advice and gain access to frequently-prepared tips and techniques.

Technical Tip

Excel's conditional formatting feature offers an easy way to apply special formatting to cells if a particular condition is met.

For example, you can apply conditional formatting that checks the value of one cell (or range of cells) and changes the appearance of another cell, or a range of cells, based on that value. So, if you were using a table, you could colour the entire row in the table if the values in column B are over a value that you specify.

For details about how to apply conditional formatting, see Excel's online Help - or why not contact 'Excel Support - Powered by SageCover' for a helping hand?

Further Information

If you ever want to get even more information out of Sage 50 Accounts, there's still a powerful ODBC driver available. Instructions on using the Sage 50 Accounts ODBC driver are outside the scope of this guide, but help and advice is available by e-mail from Technical Support. For assistance with ODBC issues, send your query to support@sage.com.

We're sure you'll find the new Excel Integrated Reporting for Sage 50 Accounts features useful in your business, but if you have any questions or suggestions, please don't hesitate to contact Sage Technical Support during your warranty period, or when you've subscribed to SageCover for your Sage 50 Accounts product or our Excel Support service.

Contacting Sage

For **Technical Support** (within your Warranty period, or if you have subscribed to SageCover for Sage 50):

UK:	Phone	0845 111 55 55
	Fax	0845 111 55 11
	e-mail	support@sage.com
ROI:	Phone	01 642 0877
	Fax	01 642 0895
	e-mail	support@sage.ie

For **Customer Care** (for general enquiries):

UK:	Phone	0845 111 66 66
	Fax	0845 111 55 11
	e-mail	customer.care@sage.com
ROI:	Phone	01 642 0800
	Fax	01 642 0867
	e-mail	customercare@sage.ie