Excel Integrated Reporting

Copyright statement

Contents

Welcome

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

This guide aims to introduce you to the basic concepts of integrating Microsoft$^{®}$ Excel with your Sage 50 Accounts 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.

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

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 helps you to get started with Sage 50 Accounts' Excel Integrated Reporting features.

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, you can just start Microsoft® Excel, connect to the Sage 50 Accounts data and go to work using the accounts data.

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 two basic components: Sage Functions and Sage Data Ranges.

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 Reports 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 SageReport you want to include in your worksheet, for example Balance Sheet and Excel inserts the appropriate Sage data starting from the selected cell.

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 Reports.

Installing

Excel Integrated Reporting is installed along with Sage 50 Accounts, so if you have Sage 50 Accounts 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.

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.

1. Select the Office button in the top-left corner of the Excel window.

2. Select the Excel Options button.

3. In the Excel Options window that appears, select the Add-Ins tab, and in the Add-ins pane, select the Sage EIR Add-in from the list. Select Go.

   In the Add-Ins window that then appears, the Sage EIR Add-in is selected.

   Note: If Sage EIR Add-in is currently disabled, select the Manage drop-down list button at the bottom of the tab, and select Disabled Items from the the list appears. In the Disable Items window that appears, select Sage EIR and click Enable, and then click Close.

4. To return to the Excel workbook, click OK.

5. Select the Add-Ins menu, then choose the Add Company command.
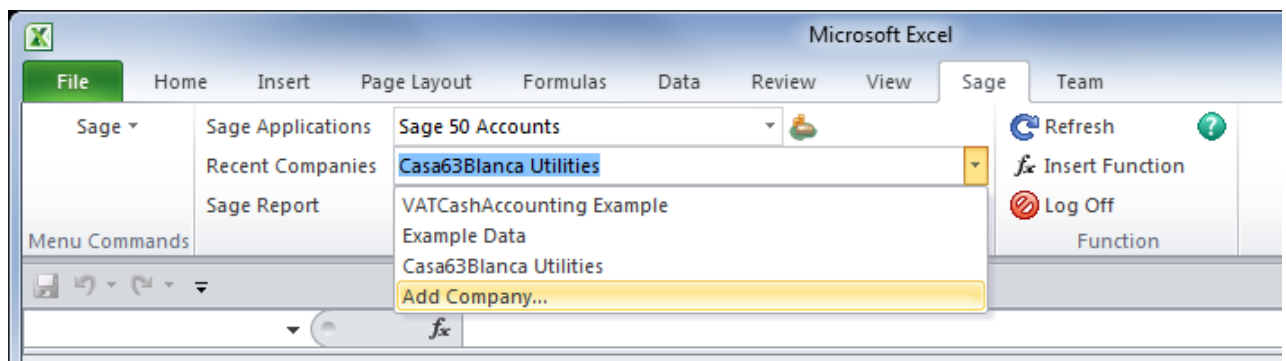
When you click Add Company, the Select Company window appears:
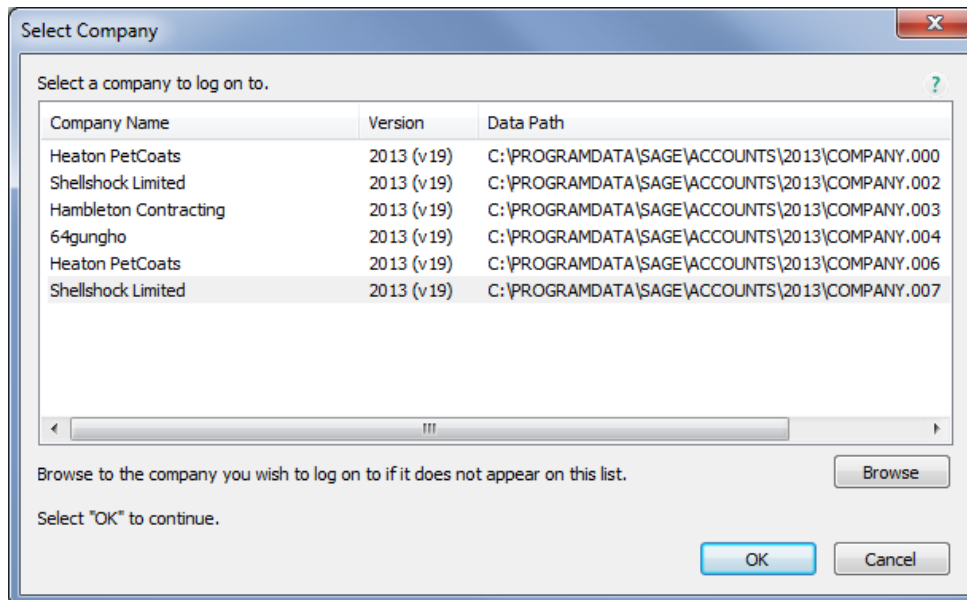
Select a company from the list that appears, then click OK.

A logon window appears:
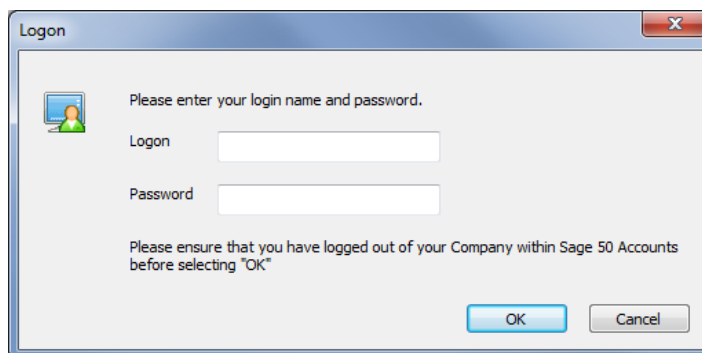
6. Enter your Logon name and Password, then click OK.

If Sage 50 Accounts is installed on this computer, Excel Integrated Reporting locates the path used for the latest installation.

If you have more than one company set up in Sage 50 Accounts and you want to select a different company, click Browse in the Select Company window and use the Select the directory that contains your accounts window to locate the data of the company you want to use:
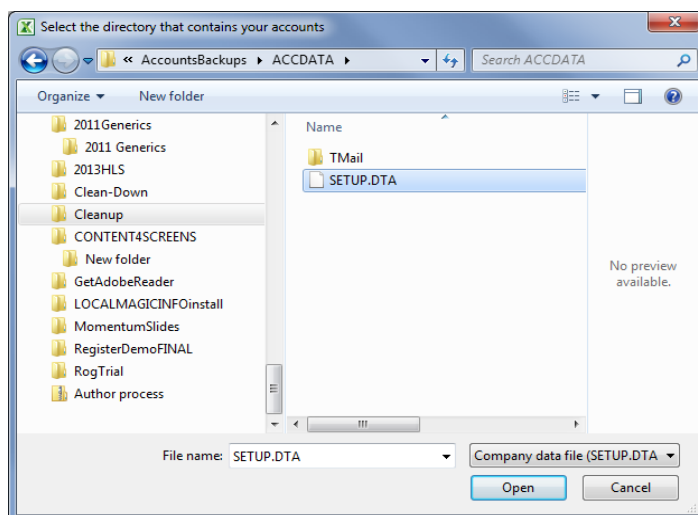
When you've located the ACCDATA folder containing the data files of the company you want to link to, open it and select the SETUP.DTA file. Click Open to insert the path into the Datapath box in the Logon window. For example, if you link to the data within the COMPANY.001 folder as shown, the Datapath box displays:

Windows XP

C:\Documents and Settings\AllUsers\Application Data\Sage\Accounts\2013\Company.XXX\ACCDATA\

Windows Vista and Windows 7

C:\ProgramData\Sage\Accounts\2013\Company.XXX\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.

Note: When you first install Excel Integrated Reporting, to get access for the first time logon using the MANAGER user name and your 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.
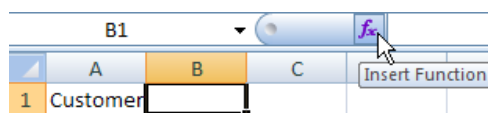
Sage functions

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:
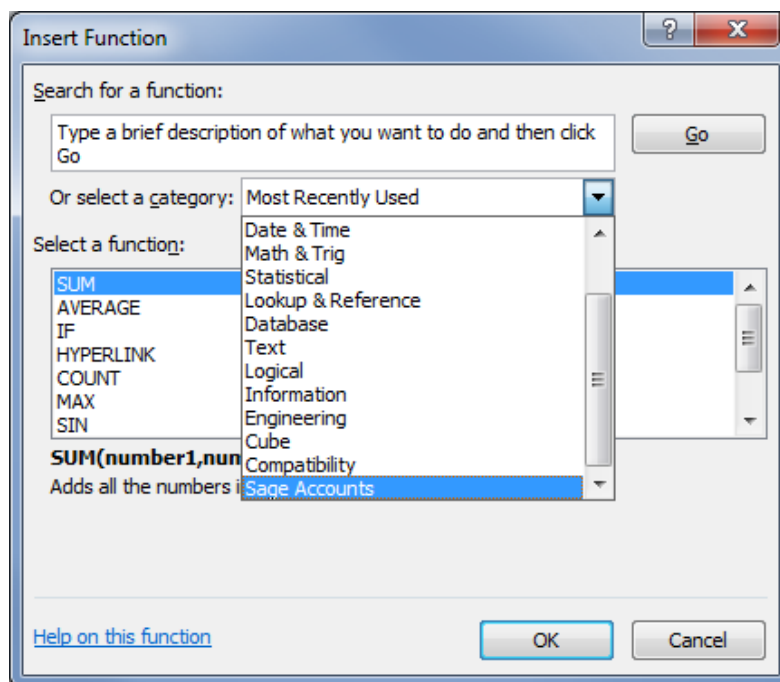
Find and select the Sage Accounts function category in the list - this could be towards the bottom of the category list, so you may have to scroll down.

When you select the Sage Accounts category, the right-hand Function name pane displays all the available Sage Functions.
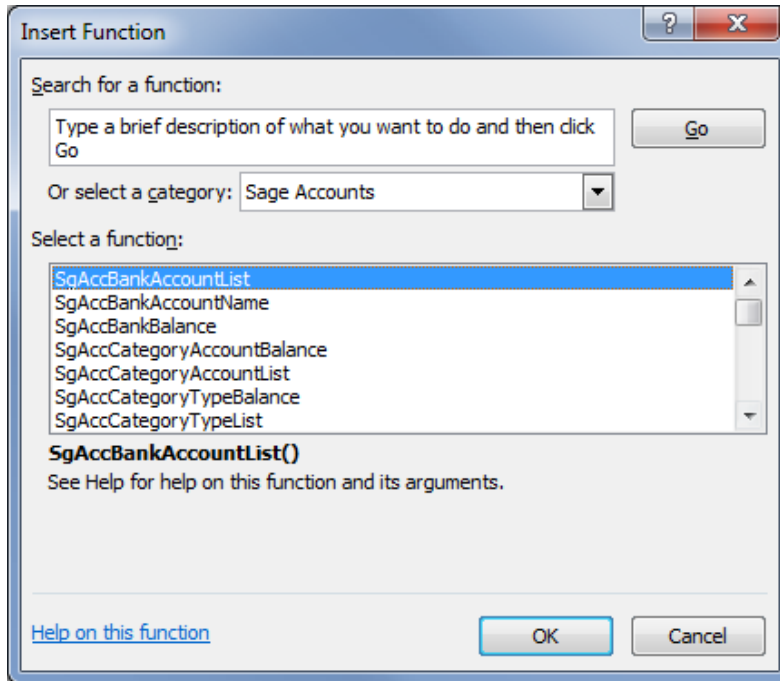
Select **SgAccCustomerList** - you'll see that a description of the function appears at the bottom of the Paste Function window to help you choose the function you need.

Click OK and the Function Arguments window appears:
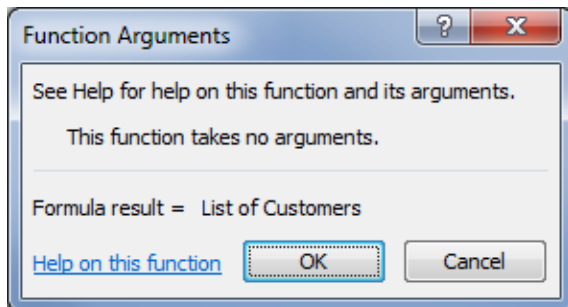
Click OK again and cell B1 in your worksheet now displays the Customer List drop-down:
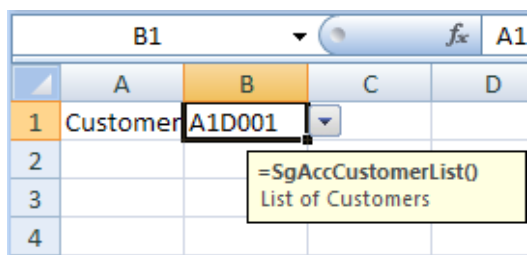
Click the drop-down button and you will see a list of all the customer accounts that exist in your Sage 50 Accounts data.

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.

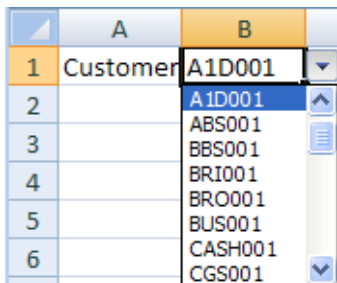When the Formula Palette appears, you need to tell the function where to find the customer account reference. Simply type B1 in the argument box, or click on the B1 cell.
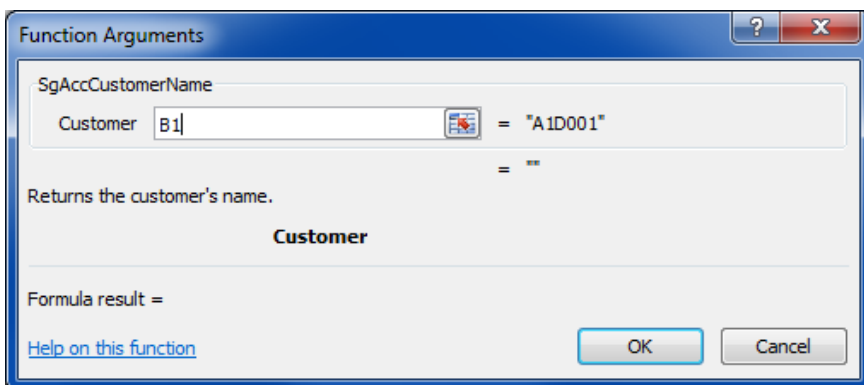
To insert the function into the worksheet, click OK.

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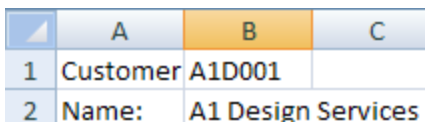
We'll finish the customer look-up worksheet by adding two more value functions to retrieve the customer's telephone number and credit limit.

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, 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.

Insert Sage report

Insert Sage report provides 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 reports 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 report, start by selecting the worksheet cell you want the range to start from. Select cell A6 in your worksheet.

Next, select the Sage Report drop-down from the menu bar. From the drop-down menu, choose Customer Orders:
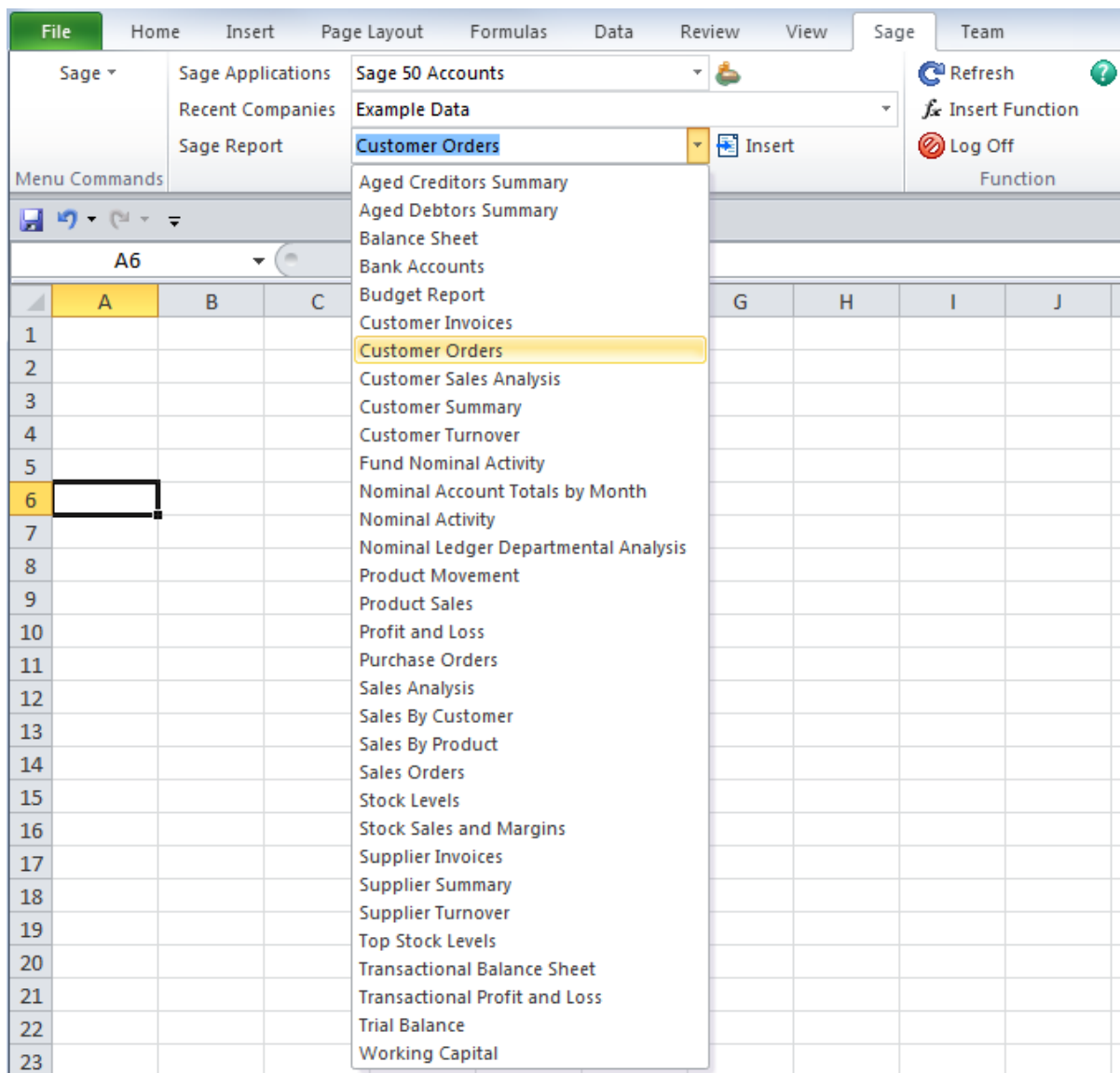
This Sage Report requires you to enter parameters, so the Criteria window appears:

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:

By selecting a Sage Report, 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 Sage Report, such as the selected date or transaction range. To do this, select the Sage Report 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.
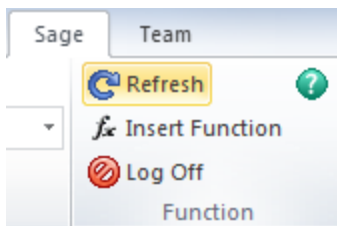
- A report within the workbook.

  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.

This brief guide has sown you how Sage Functions and Sage Data Ranges can help you to access your Sage 50 Accounts data.

Getting support with 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.

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 is worthwhile knowing that you are supported by an award-winning support service.

Excel support - powered by SageCover

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 *Technical tip on page 19*.

- 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

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 support warranty period, or when you've subscribed to SageCover for your Sage 50 Accounts product or our Excel Support service.

List of functions in Excel integrated reporting

List of functions in Excel integrated reporting.

Function name	Contents
SgAccBankAccountList	Provides a drop-down list of all bank accounts belonging to the company.
SgAccBankBalance	Returns the balance of a bank account.
SgAccBankAccountName	Returns the name of a bank account.
SgAccCategoryAccountList	Provides a drop-down list of nominal account categories.
SgAccCategoryTypeList	Provides a drop-down list of nominal account types.
SgAccCategoryAccountBalance	Returns the total balance for a nominal ledger category account, such as Product Sales.
SgAccCategoryTypeBalance	Returns the total balance for a nominal ledger category type, such as Sales.
SgAccCompanyName	Returns the full name of the company.
SgAccCostPrice	Returns the standard cost price for a product. This information is retrieved from Product Record > Details tab > Ordering section > Last Cost Price in Sage 50.
SgAccCurrencyName	Returns the name of the currency identified by a currency code.
SgAccCustomerAddress	Returns the customer's address for the line requested.
SgAccCustomerAgedBalance	Returns the aged balance for a customer.
SgAccCustomerBalance	Returns the sales balance for a customer in a given year, and accounting period.
SgAccCustomerContact	Returns the customer's contact name.
SgAccCustomerCreditLimit	Returns the customer's credit limit.
SgAccCustomerCurrency	Returns the customer's trading currency code.
SgAccCustomerDelAddress	Returns the customer's delivery address line for the given address name.

Function name	Contents
SgAccCustomerDelPostCode	Returns the postcode of a customer's delivery address line for the given address name.
SgAccCustomerDepartment	Returns the customer's department.
SgAccCustomerEmailAddress	Returns the customer's email address.
SgAccCustomerFax	Returns the customer's fax number.
SgAccCustomerList	Provides a drop-down list of customers linked to the company.
SgAccCustomerName	Returns the customer's name.
SgAccCustomerNetSales	Returns the net sales value for a customer in the given year and accounting period, based on sales order.
SgAccCustomerNominalLedger	Returns the nominal account code for a customer.
SgAccCustomerOrders	Returns the number of orders taken from a customer in the selected year and month.
SgAccCustomerOrdersValue	Returns the value of orders taken from a customer in the selected year and month.
SgAccCustomerPaymentDays	Returns the number of days available to a customer before payment is due.
SgAccCustomerPhone	Returns the customer's telephone number.
SgAccCustomerPostcode	Returns the customer's postcode.
SgAccCustomerSalesPrice	Returns the price a customer will normally pay for a stock item, including any discount, in the customer's currency.
SgAccCustomerSettlementDays	Returns the number of days within which a customer must pay in order to gain settlement discount.
SgAccCustomerTaxCode	Returns the customer's default tax code.
SgAccFreeStock	Returns free stock (quantity in stock minus quantity allocated) for a product.

Function name	Contents
SgAccNominalLedgerAccountCode	Returns the nominal ledger account number as a string.
SgAccNominalLedgerActual	Returns the actual value for the selected nominal account in the year, period and currency.
SgAccNominalLedgerBudget	Returns the budget value for the selected nominal account in the year, period and currency.
SgAccNominalLedgerCostCentreDebit	Returns the value of debits for the selected nominal account and cost centre in the year, period and currency.
SgAccNominalLedgerCredit	Returns the value of credits for the selected nominal account in the year, period and currency.
SgAccNominalLedgerDebit	Returns the value of debits for the selected nominal account in the year, period and currency.
SgAccNominalLedgerList	Provides a drop-down list of nominal codes.
SgAccNominalLedgerName	Returns the name of the nominal account.
SgAccNominalLedgerTotalBalance	Returns the current balance for a nominal ledger account.
SgAccNominalLedgerYearBalance	Returns the nominal ledger balance for the current financial year.
SgAccNumberOfBankAccounts	Returns the number of bank accounts.
SgAccNumberOfCustomers	Returns the number of customers.
SgAccNumberOfNominalAccounts	Returns the number of nominal accounts.
SgAccNumberOfNominalTransactons	Returns the number of nominal transactions for the nominal account.
SgAccNumberOfStockItems	Returns the number of stock items.
SgAccNumberOfSuppliers	Returns the number of suppliers.
SgAccPeriodRate	Returns the exchange rate used by the company for the supplied currency.
SgAccSalesProductQuantity	Returns the total quantity of the item sold in a selected year and month.

Function name	Contents
SgAccSalesProductValue	Returns the total value of the item sold in a selected year and month.
SgAccStockCommodity	Returns the Intrastat commodity code for a stock item.
SgAccStockCostOfSaleNominalActivity	Returns the nominal code used to post cost of sales transactions for the stock item.
SgAccStockDescription	Returns the description of the stock item.
SgAccStockList	Provides a drop-down list of all stock codes for the company.
SgAccStockLocation	Provides a drop-down list of locations within a warehouse that store the stock item.
SgAccStockMargin	Returns the markup percentage for all sales of the stock item in the selected currency during the year and accounting period.
SgAccStockProfit	Returns the profit percentage for all sales for the stock item in the selected currency during the year and period.
SgAccStockQuantityAllocated	Returns the quantity of stock allocated at one or all warehouses.
SgAccStockQuantityOnOrder	Returns the quantity of stock on order at one or all warehouses.
SgAccStockSalesPrice	Returns the sales price for the item and price band.
SgAccStockSupplier	Returns the code of the preferred/default supplier of the stock item.
SgAccStockTotalQuantityInStock	Returns the quantity in stock at one or all warehouses.
SgAccStockType	Returns the type of a stock item's type.
SgAccStockUnit	Returns a stock item's stocking unit.
SgAccStockUnitList	Provides a drop down list of units configured for a stock item.
SgAccStockValue	Returns the value of the stock item currently in stock.
SgAccStockWeight	Returns the weight (mass) of a stock item.
SgAccSupplierAddress	Returns the supplier's address for the line requested.

Function name	Contents
SgAccSupplierAgedBalance	Returns the aged balance for a supplier.
SgAccSupplierBalance	Returns the purchases balance for a supplier in a given year and accounting period.
SgAccSupplierContact	Returns the supplier's contact name.
SgAccSupplierCreditLimit	Returns the credit limit for a supplier.
SgAccSupplierCurrency	Returns the supplier's currency.
SgAccSupplierDepartment	Returns the supplier's department.
SgAccSupplierEmailAddress	Returns the supplier's e-mail address.
SgAccSupplierFax	Returns the supplier's fax number.
SgAccSupplierList	Provides a drop-down list of all suppliers.
SgAccSupplierName	Returns the supplier's name.
SgAccSupplierNominalLedger	Returns the nominal account code for a supplier.
SgAccSupplierOrders	Returns the number of orders made to a supplier in the selected year and month.
SgAccSupplierOrdersValue	Returns the value of orders made to a supplier in the selected year and month.
SgAccSupplierPaymentDays	Returns the number of days before payment to a supplier is due.
SgAccSupplierPhone	Returns the supplier's telephone number.
SgAccSupplierPostcode	Returns the supplier's postcode.
SgAccSupplierSettlementDays	Returns the number of days within which a payment to a supplier must be made in order to gain settlement discount.
SgAccSupplierTaxCode	Returns the supplier's tax code.", " The code of the supplier whose tax code is required.

Contacting Sage

For Technical Support (within your warranty period subscribed to SageCover for Sage 50 Accounts):

UK:	Phone	0845 111 55 55
	Fax	0845 111 55 11
	Email	support@sage.com
ROI:	Phone	1890 88 20 60
	Fax	01 642 0895
	Email	sage50.support@sage.ie

For Customer Care (for general enquiries):

UK:	Phone	0845 111 66 66
	Fax	0845 111 55 11
	Email	customer.care@sage.com
ROI:	Phone	1890 88 20 60
	Fax	01 642 0867
	Email	customercare@sage.ie