

sage



## **Tips and Tricks**

# **SAGE ACCPAC INTELLIGENCE**

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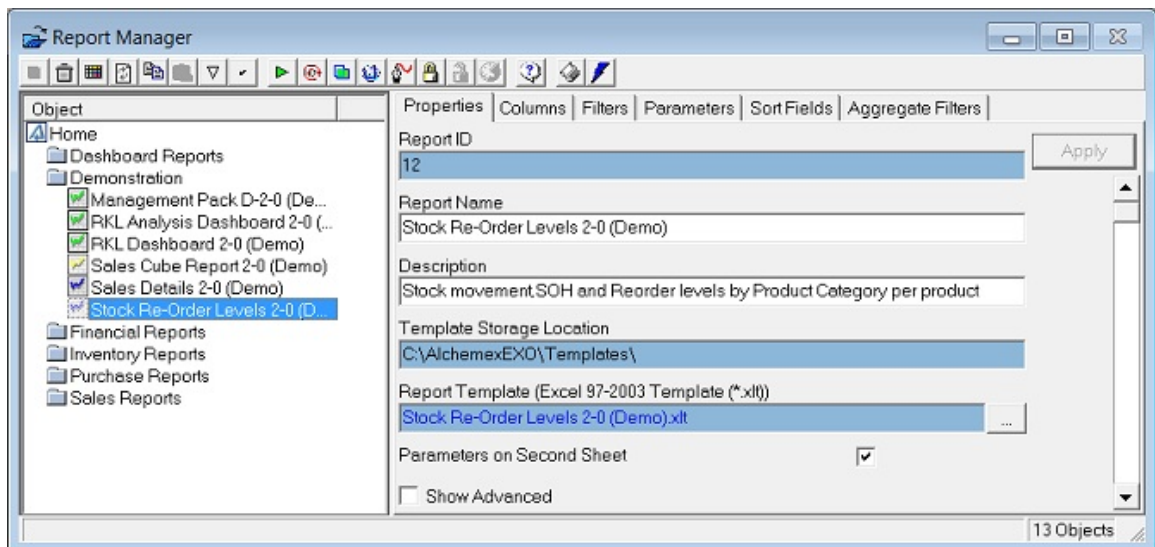
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# Auto e-mailing reports

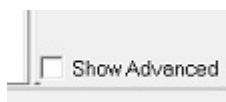
Did you know that you can automatically distribute any Sage Accpac Intelligence report once it has been run, to a distribution list of your choice? Why would you want to do this? It often happens that information rich reports, that could help your organization, are sitting on someone's desk – if only they could be easily distributed to the right people – effortlessly.

Here's how it is done!

1. Open your Report Manager.



2. Select the report that you want to setup for e-mailing automatically once it has been run.
3. Select the check box to Show Advanced Properties of a report – it is at the bottom of the properties tab window.



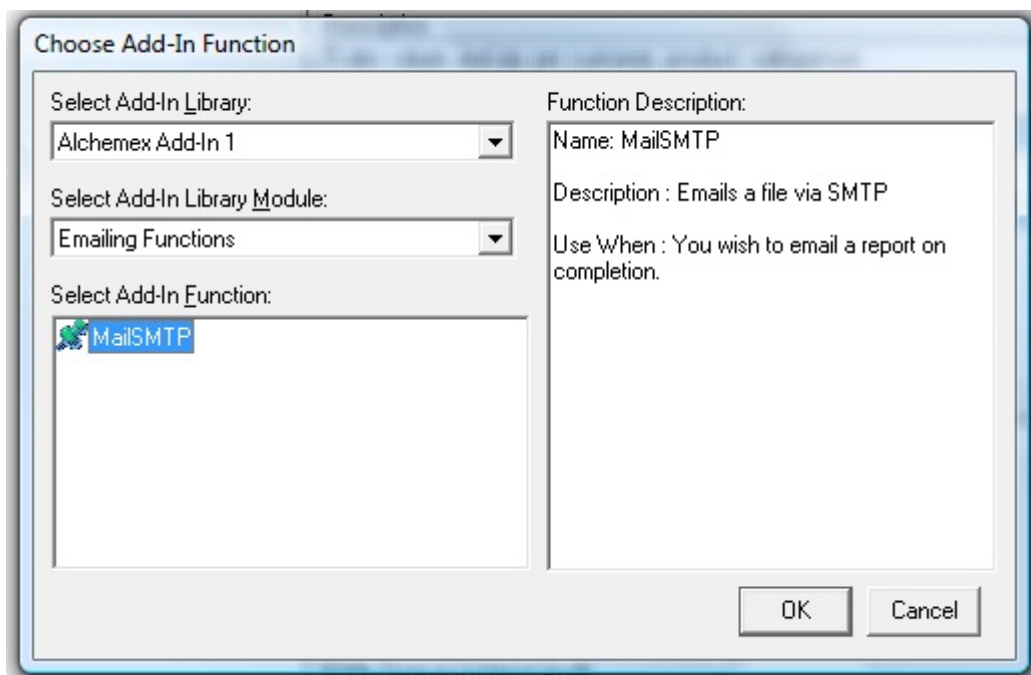
4. Select the button to Run Add-ins - this will be listed in the properties window of the report.



5. Select the option to **Specify a New Add-in Function** and select **OK**.



6. A box will appear as follows



7. Select the Add-In Library, and Add-in Library Module as shown above. Select the Add in Function followed by the OK button.

8. A box will pop up asking you to enter all the relevant details for emailing – see below

**Specify Function Parameters**

Add-In

**Fill in Defaults** Apply

**Fill in Example**

Name  
MailSMTP - (MODULE: PLPLUGA.E)

SMTP Server  
MySMTPServ13

To Address  
myfriend@as978asd9.co.qq

From Address  
me@as978asd9.co.qq

Mail Subject  
Your Report

Mail Text  
Please see attached file.

OK Cancel

9. This will include details about your mail SMTP server which you must get from your Mail administrator, as well as the 'from' and 'to' addresses. To send to multiple e-mail addresses, use a colon in between addresses. Ensure that when you give the report a name that you include the ".xls" extension as well. Scroll down on this window to see more available options.
10. When you have entered your details, select OK and you will see that a string has been added into the Add-Ins box in the properties window of your report.

```
Run Add-Ins
PLPLUGA.E.MailSMTP(MySMTPServ13,myfriend@as978asd9.co.
Generate Output File
```

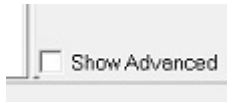
11. Execute the report, and it will automatically be e-mailed to the selected recipients.

# Automatically Running Macros

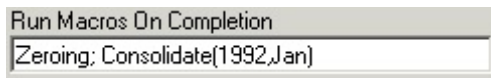
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If a report template that you have created contains macros that you wish to use each time the report is run, then type the names of the macros you wish to run in the Run Macros on Completion property of your report.

1. To do this, enable the Advanced Options Menu on the Report Manager Interface by checking the Show Advanced check box.



2. Type the name of your Macros in the Run Macros on Completion property field and click on the Apply button.

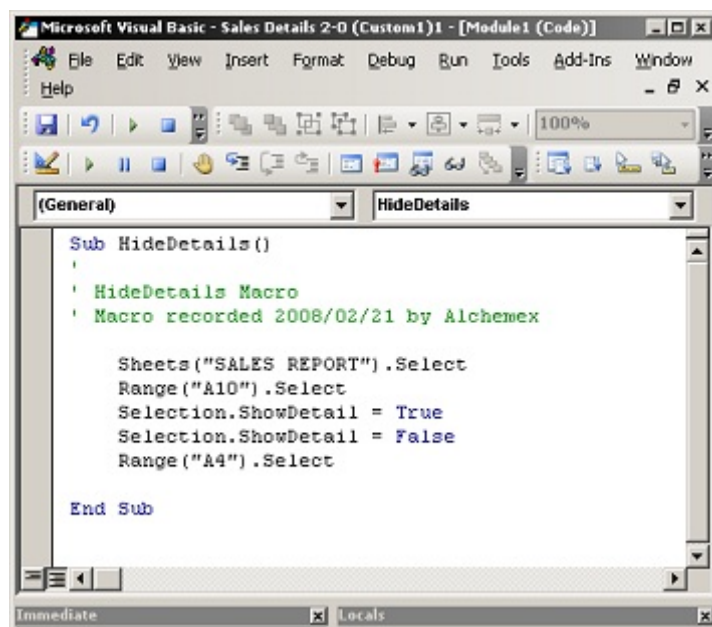


The Macros in your report template that have been specified will now be run every time that the report is run.

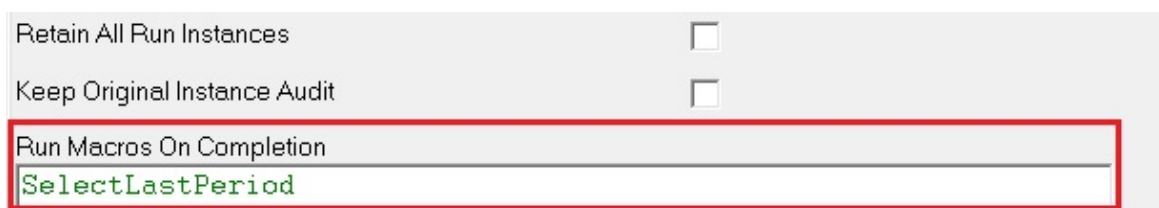
- If there is more than one macro that needs to be run then separate their names with semi-colons.
- If a Macro takes parameters then place these in brackets after the macro name in a comma separated list.
- Macros will always run after any Add-Ins should you have any Add-Ins placed in the Run Add-Ins property.
- Combine macro names and Add-Ins in the same property to ensure the correct order thereof when running the report. Example: To have a macro run before an Add-In, place the macro name in the Run Add-Ins property before the Add-In.

## Creating new Macros from Excel

1. Open your Report Manager.
2. Select the report that you want the macro to run in, run the report or open the Excel template.
3. Create the macro you want to run automatically, ensuring that in your macro you specify which sheet you need the macro to work in. (This will help by forcing the macro to select the correct sheet even after you Create and Link the workbook with a different active sheet)



4. Once you have created and tested your macro, save the template back or create and link the workbook back to the report.
5. Highlight the report in which you have created the macro, under the Properties tab, tick the Show Advanced option at the bottom of the screen.
6. In the advanced options list that is now available, locate the Run Macros on Completion option.



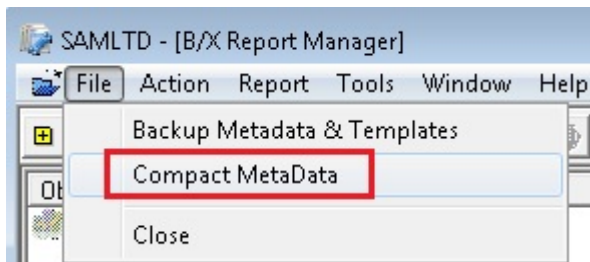
In the text box type the name of the macro you created.

# Compact Metadata Functionality

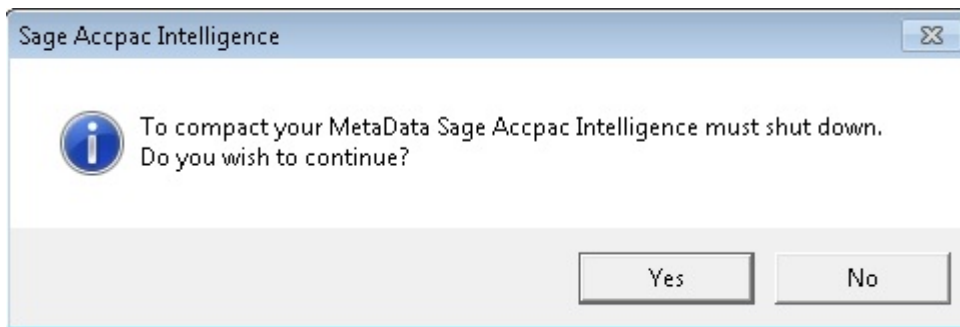
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Compacting your MetaData occasionally can result in improved system performance. Depending on your usage levels it may be desirable to do this more often.

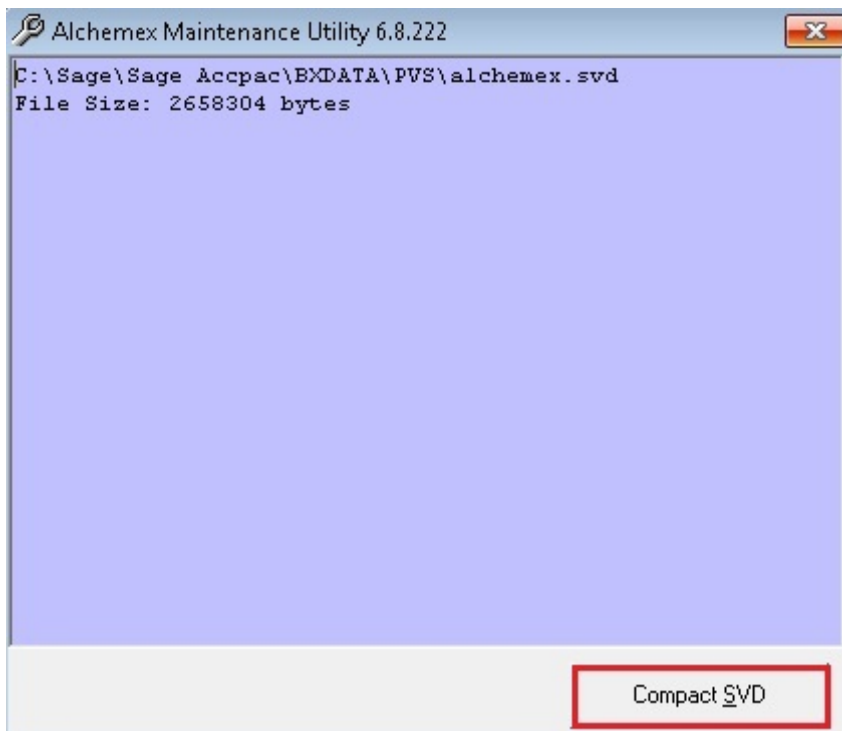
1. Select **File**
2. Then select **Compact Metadata**



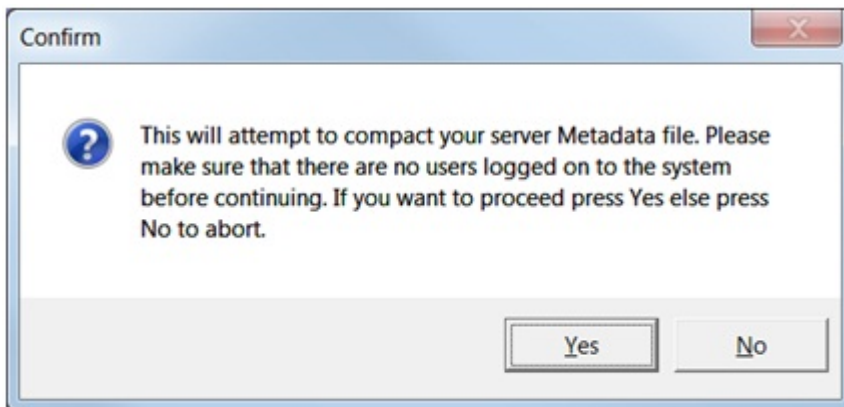
3. A message that Sage Accpac Intelligence must shut down will appear.



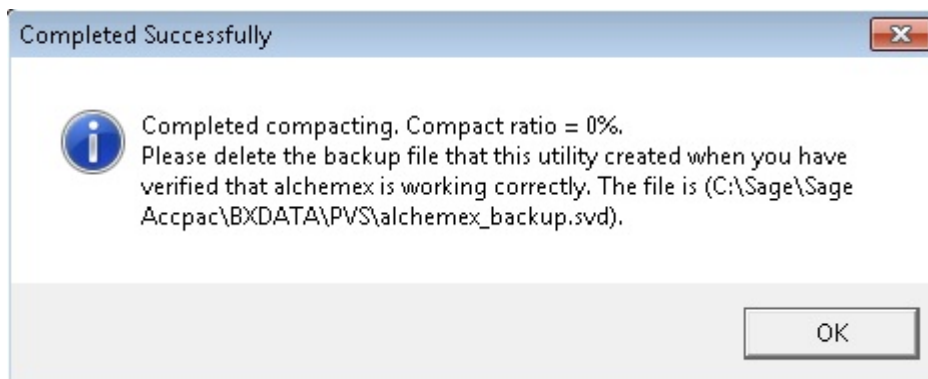
4. Select **Yes**.
5. The following will then open:



6. Select **Compact SVD**.
7. A Confirm message box will open.



8. Select **Yes**
9. The Sage Accpac Intelligence Maintenance Utility window will be populated with commands as it gets executed.
10. When it has completed, a message will appear, asking you to delete the backup file after verifying that Sage Accpac Intelligence is working correctly.



11. Select **OK**
12. The backup file can either be deleted or kept as an additional backup.

# Copying, Deleting and Renaming Data Expressions

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## Renaming a Data Expression

Field names in databases are often difficult to interpret. Using user-friendly names enables you to understand the field's contents more easily. For example we are unable to tell from the expression name whether the expression refers to a customer name or salesman name. Changing the expression: **Name** to **Customer Name** makes the expression less ambiguous.

1. Right-click on the data expression to be renamed.
2. Select **Rename**. The Rename dialog box is displayed.
3. Enter the new name and click **OK**. The new name is displayed.

## Copying a Data Expression

You are able to create special expressions, for example, formulas and SQL expressions from a copy of existing data expressions. An existing expression is copied and changed to a special expression.

1. Right-click the expression and select **Copy**.
2. Right-click on the data container and select **Paste**. The copy of the expression is pasted below the container.
3. Right-click the expression and select **Rename**.
4. Enter the new name in the Rename dialog box and click **OK**.

## Deleting a Data Expression

Once you have created a data expression you might find that you no longer require the expression in your container. You are then able to delete the data expression. A data expression can only be deleted if it is not being used in a report, in the case that it is being used in a report, you would need to remove it from the report and then delete the expression from the data container.

1. Right-click on the expression.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion.

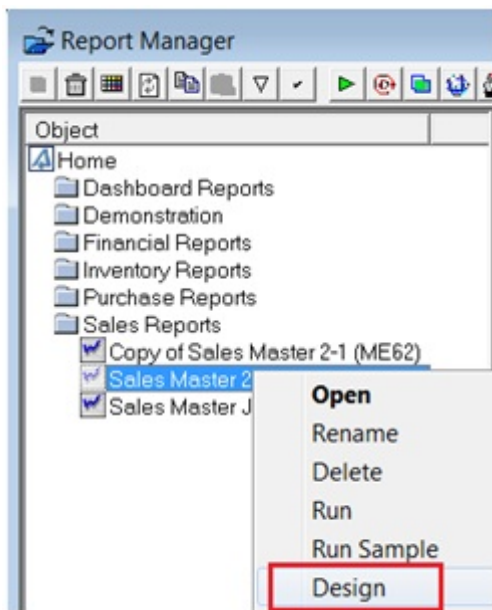
# Design Mode

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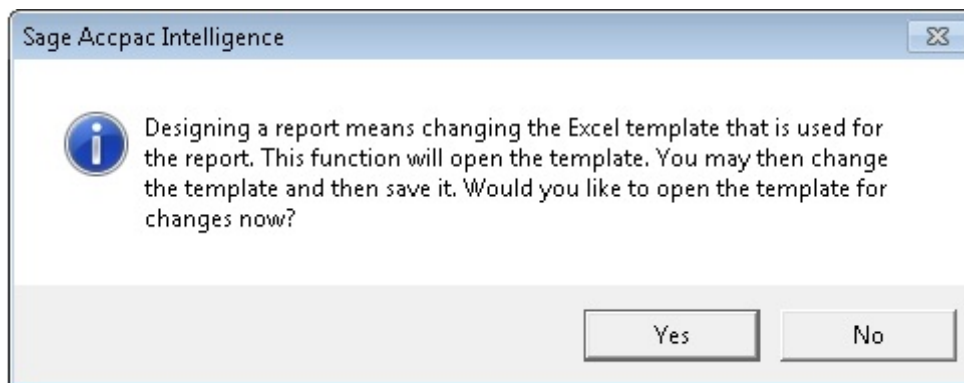
I need to make changes to my original template. Is there an easy way to change the design of a report without having to run the report with all the data coming through?

Yes, you can use the Design mode to make changes to a template without running a report.

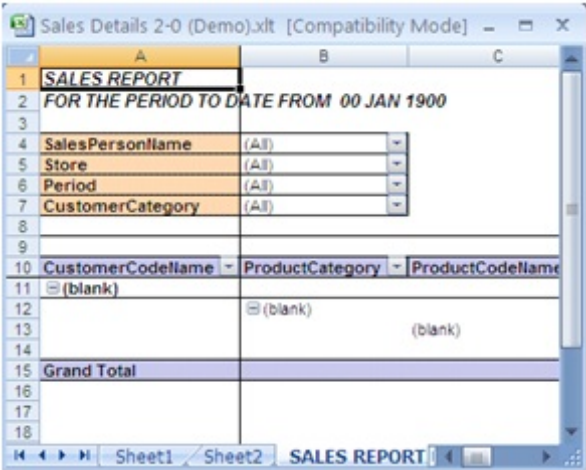
1. In the Report Manager Module, Select the report you would like to make design changes to, and right click on the report and select **Design** Or, Select the Design Icon  from the Toolbar.



2. The following message box will open:



Select **Yes**. Your Template will then open



3. Make your desired changes and save the workbook/template.

For example, add company logos, change font, color etc. You can then **create and link** your newly designed template.

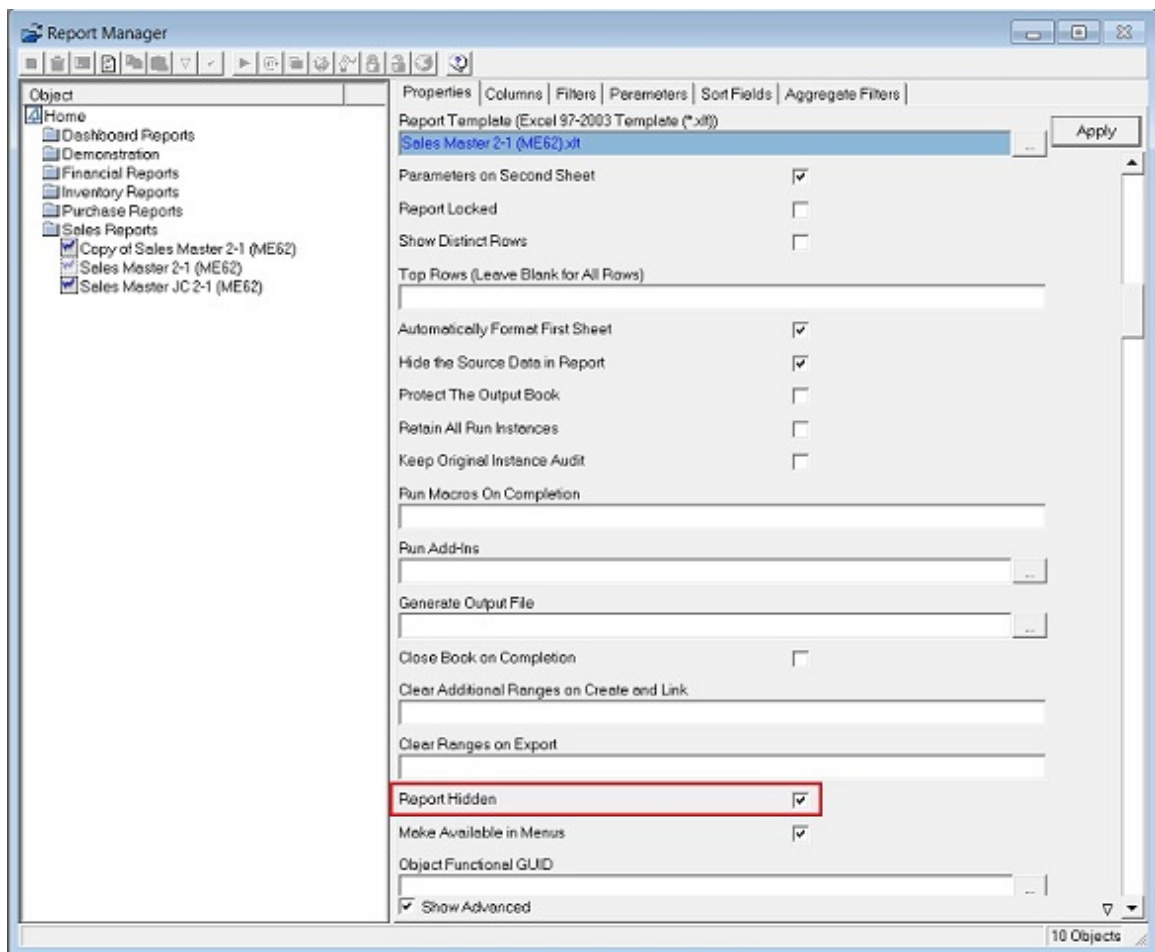
# Hiding and Showing Reports

Why would you like to show or hide reports?

It is handy to be able to hide reports that do not need to be run separately, but only as union reports. This will give your object window a neater look.

## To hide a report:

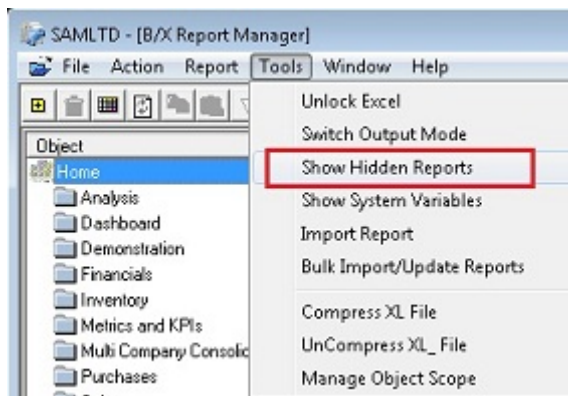
1. Select the report in the Object window of the Report Manager, under Properties select **Show Advanced**.
2. Under the properties tab, select the option **Report Hidden**.



3. Refresh your object window view by double clicking on **Home** at the top of the screen
4. Now the report will not show in your list of available reports.

## To show a hidden report

1. Select the **Home** object in Report Manager.
2. Select **Show Hidden Reports** from the **Tools** menu.



3. Refresh your object window by double clicking on **Home** at the top of the screen. You will now be able to view your hidden reports.

**Please take note** that access to make changes to a report, will not be available on the reports making up a union report. These reports have a black arrow next to them in the object window. Access is available to the reports with blue lines next to them.

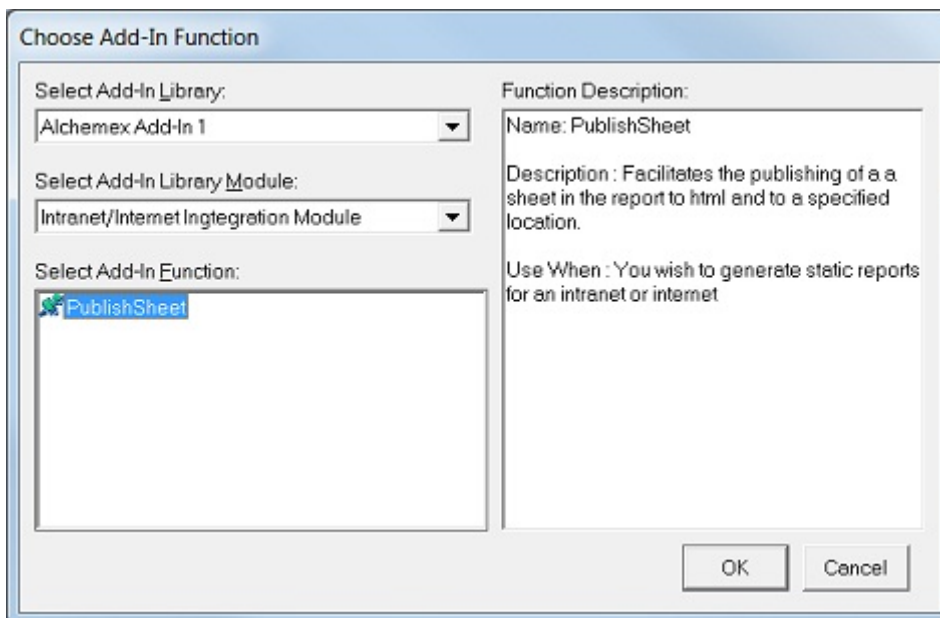
# Making Reports available on the Internet/Intranet

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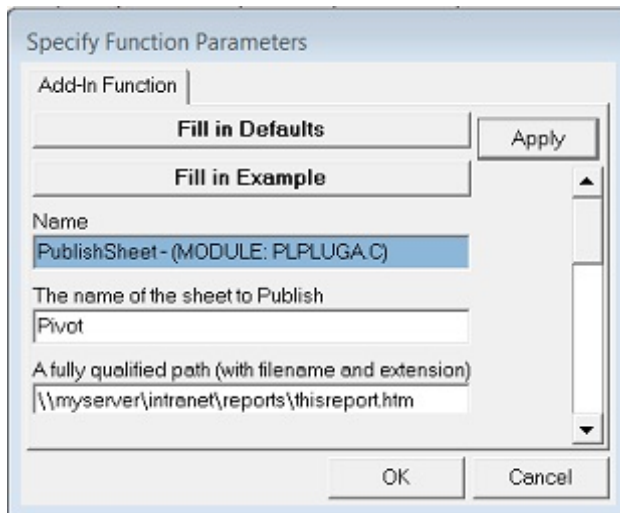
1. Select the report you want to publish to a website.
2. Check **Show Advanced** option on the properties tab.
3. Select **Run Add Ins**.



4. Select an Add-In Function
5. From the **Choose an Add-in Function** box
6. Select an Add-in Library
7. Select an Add-in Library module
8. Select an Add-in function (Publish sheet). Select **OK**



9. Specify function parameters.
10. Name, the name of the sheet to publish (Pivot)
11. Fully qualified path, (with filename & extension) for the HTML file. Example:  
\\myserver\intranet\reports\ThisReport.htm



The Add-In function should now appear in the reports Run Add-Ins property field.

Whenever this report is run, the Add-In will now be executed.

To edit the parameters of an Add-In function that has been specified already, simply press the **Add-In Function Builder** button next to the **Run Add-Ins** box on your report properties and select the function that you wish to edit, and then follow the same steps as above.

# Picklist Functionality

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MultiSelect PICKLISTs allow reports to pull information from more than one source and consolidate it into one report. The underlying data must be structured identically for this to work. MultiSelect PICKLISTs are configured in the same way as ordinary PICKLISTs except that the keyword PICKLISTM must be used instead of PICKLIST.

When you run a report that references a connection with a MultiSelect PICKLIST you will be prompted to select the Data Sources of interest, Select these and click **OK**. The report will consolidate the data from the selected Data Sources into one report.

The third syntax that is supported for Picklists is the PICKLISTA (standing for "Picklist All") syntax. This syntax has the effect of using PICKLISTM but with the user automatically selecting all the Picklist entries at report run time. Use PICKLISTA where you have like data in disparate data sources and always want the information from ALL the sources brought into the report without being prompted.

**Note** that when the data is rendered to the raw data sheet in Excel (the first sheet in the workbook), the data set from each data source will be listed on the raw data sheet as one set beneath the other. The data is not consolidated in any way.

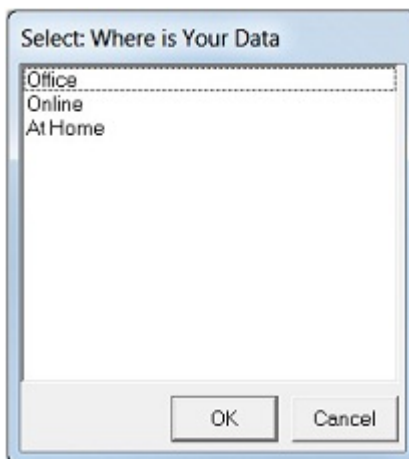
Example:

```
PICKLIST=<PromptText>;<DESCRIPTION_1>::<TECH_INFO_1>;<DESCRIPTION_2>::<TECH_INFO_2>;<DESCRIPTION_n>::<TECH_INFO_n>
```

So in the Access Database (\*.mdb) Property enter:

```
PICKLIST=Where is Your Data;Office::X:\Data\Filofax2002.mdb;Online::Z:\Data\Filofax2002.mdb;At Home::C:\Data\Filofax2002.mdb
```

The user will then be supplied with a PICKLIST titled "Where is Your Data" and with the three choices Office, Online and At Home.



# Protecting the Output Book

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When using Sage Accpac Intelligence, it might be necessary to protect the Microsoft Excel file from being edited by unauthorized persons.

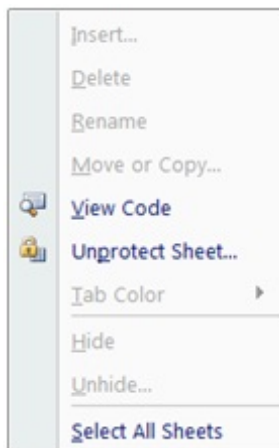
When you have protected the Microsoft Excel workbook the following occurs:

- When attempting to edit anything on the sheet, the below message will appear:



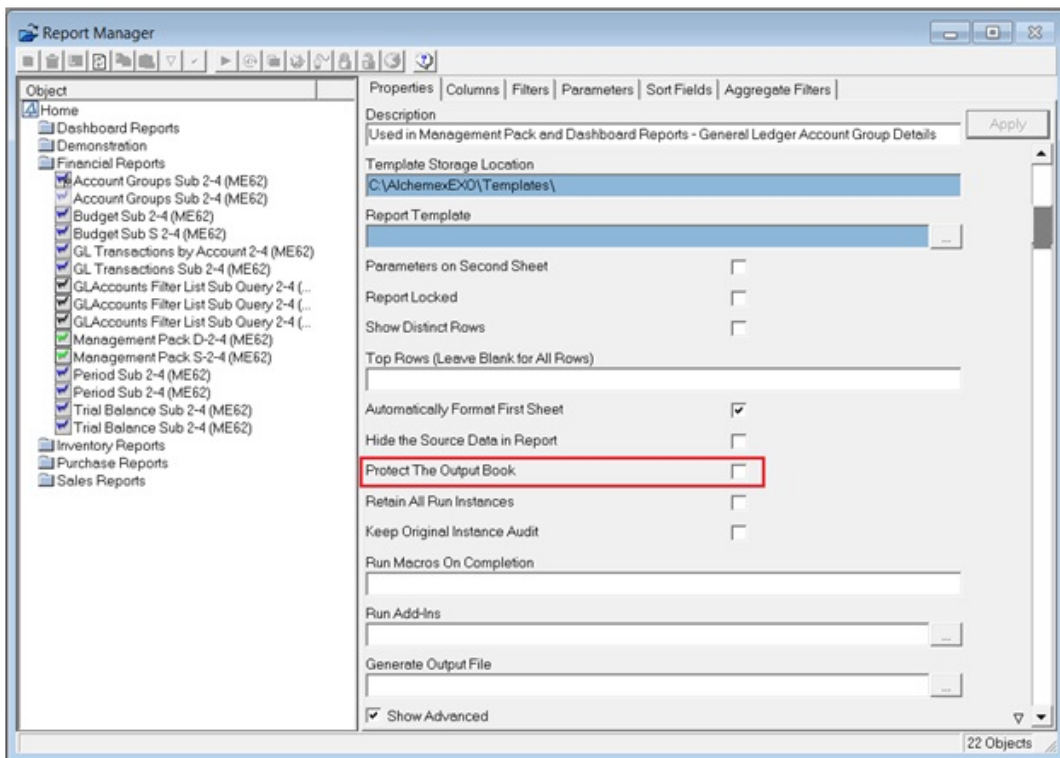
This applies to data input and formatting changes.

- The only available worksheet right click options are **View Code**, **Unprotect Sheet** and **Select All Sheets**.

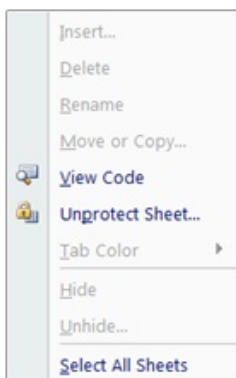


In Sage Accpac Intelligence Report Manager, select the relevant report,

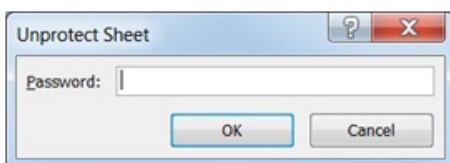
1. Under Properties, select **Show Advanced**.
2. Select **Protect The Output Book**.
3. Select **Apply**.



4. As soon as it is applied, a field called **Output Book Protection Password** (Randomly Selected if Blank) will become available, We recommend that you enter your own password into this field so that you are able to unprotect the output book at a later stage if required.
5. Insert a password, taking note that this field is case sensitive
6. Run the report as normal.
7. Notice that no changes can be made to the Microsoft Excel Workbook
8. To unprotect the sheet, select the sheet and then select **Unprotect Sheet**.



9. The following screen will open:



10. Insert the password and select **OK**

The worksheet is now unprotected and can be edited.

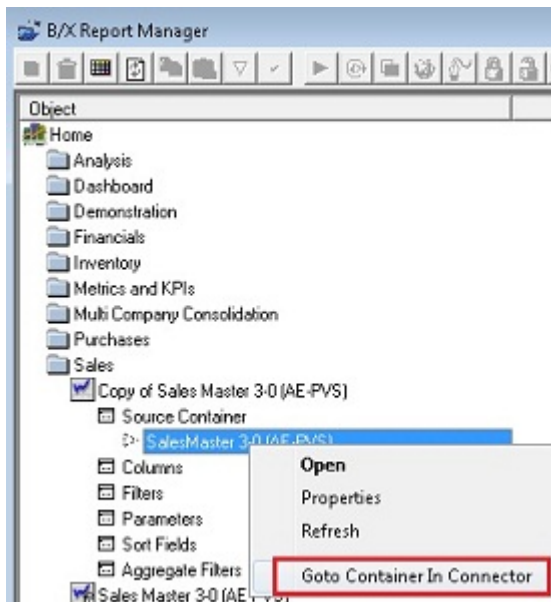
# Quick Navigating between Report Manager and the Connector Tool

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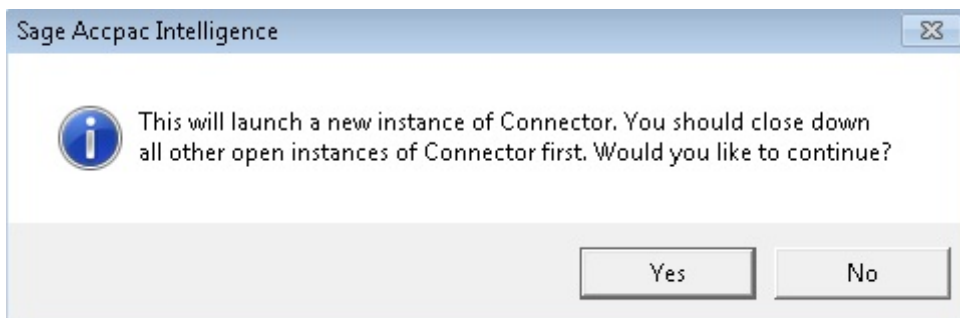
The Data Container that a report is running from can be viewed from within the Report Manager module. This makes it easier to identify the source container to which tables or expressions must be added should the reports running from this container need updating.

Step by step process:

1. Double click the report.
2. Double click Source container.
3. Right click the report.
4. Click **Go to Container in Connector**.



5. The following dialog box will appear asking if you would like to open another instance of the



6. Click **Yes**.
7. Your container that the selected report is running from will now be selected in the Connector.

# Renaming and Moving Data Connections

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## Renaming a Data Connection

Once you have created a data connection you are able to change the name of the data connection at any time.

1. Select the Data connection.
2. Edit the connection name in the Connection Name property field and click **Apply**.

Or

1. Right-click on the data expression to be renamed.
2. Select **Rename**. The Rename dialog box is displayed.
3. Enter the new name and click **OK**. The new name is displayed.

## Moving a Data Connection

You are able to move a data connection from one connection object to another. This will obviously only work if the connections are of the same type.

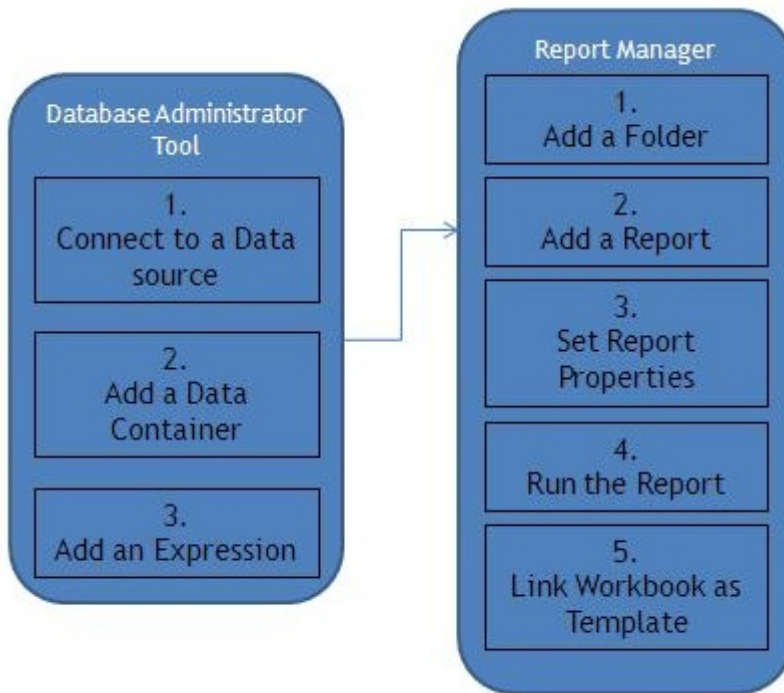
1. Select the Data connection.
2. Right-click and select **Move to**.
3. Select the connection type and click **OK**.
4. Click **OK**.
5. Right-click on the connection and select **Check/Test**.

# Report Process Overview

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How are reports created in Sage Accpac Intelligence?

The process of creating a report requires that you use the Sage Accpac Intelligence Connector to create a connection to a data source. The Sage Accpac Intelligence Report Manager is then used to create the report and link it to an Excel template. The following figure summarizes the entire process of creating a report using the Connector and the Report Manager module:

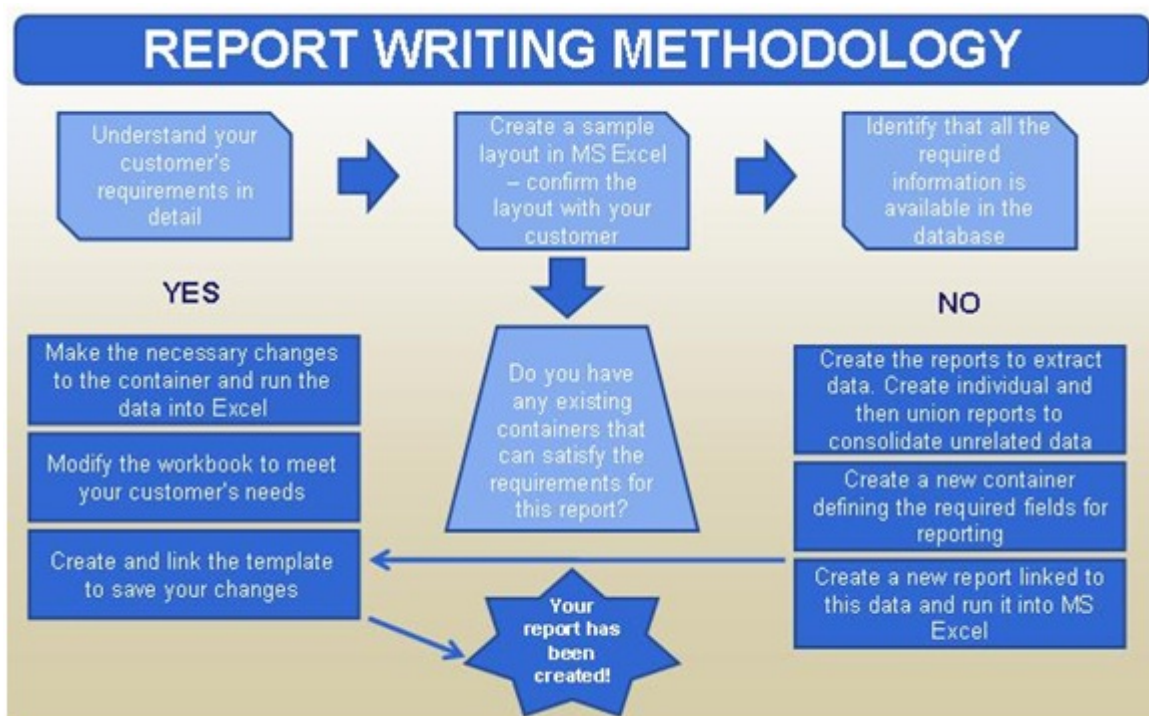


# Report Writing

## Report Writing Methodology

1. Always ensure you understand your reporting requirements in detail
2. Create a simple layout in MS Excel and confirm this is the layout required
3. Identify that all the information you would like in your report is available in the database.
4. Check if you have existing containers that can satisfy the requirements for this report
5. If you do have containers: Make the necessary changes to the container and run the data in Excel
6. Modify the workbook and the layout as required.
7. Create and link the new template
8. If you don't have a container: Create a new container defining the required fields for reporting
9. Create a new report linked to this data and run into MS Excel
10. You can also create individual and then union reports to consolidate unrelated data

The diagram below graphically represents this process:



# Run All Reports in Folder

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In the Sage Accpac Intelligence Report Manager, the **Run Report Batch** facility allows users to run a sequence of reports one after the other from top to bottom.

**Note:** The run sequence will always be top to bottom so it is important to name your reports in a way that will ensure that the report you want run first is at the top of the batch.

For example: if you have an existing group of reports in a folder which will not run in the sequence that you would like, and then rename your reports numerically viz:

- Report Name = 1. (First Report)
- Report Name = 2. (Second Report)
- Report Name = 3. (Third Report) and so on until you have the reports running in the sequence that you would like.

Once you have named your reports in sequential order, select the folder that contains your reports, right click and select **Run Report Batch**.

Sage Accpac Intelligence will automatically run each report in sequence.

# Scheduling a Report


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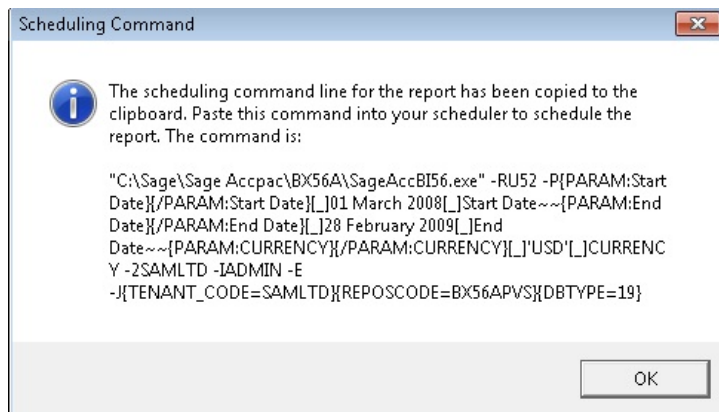
Sage Accpac Intelligence reports can be run unattended, from Operating System batch files or under the control of external scheduling software (such as the Microsoft Windows Scheduler or the Microsoft SQL Server Agent). This can be useful when you have certain reports that you need to run on a regular basis.

When reports are run unattended they are automatically closed on completion. Scheduled reports must use the **Generate Output File** in the Advanced report or the **Retain All Run Instances** option to be useful. See Advanced Report Properties for more information.

Typically reports that are scheduled will have the **Generate Output File** property set so that the unattended reports are saved to a specific location. Set this property under the **Advanced options** on the Report Properties tab.

To generate the command to schedule a report run:

1. Open the Report Manager.
2. Select the report you wish to generate a schedule command for.
3. Click on the Schedule Icon 
4. If the report expects parameters then you will be prompted to enter these. Enter any necessary parameters and click **OK**.
5. A message box will then appear that will display the syntax for the running the report. Additionally this text will be placed on the windows clipboard so that it can be pasted into the application or batch file that will be controlling it. An example is shown below.



When reports are run unattended the information that is usually sent to the Process Monitor window is redirected to a log file. You should review this log file to make sure that your reports are running as expected. The log file is named BICoreUnattend.log and can be found in the Intelligence folder which is a sub folder of the Sage Accpac Intelligence Installation folder.


You can view this log file in a text editor application such as Notepad.

The file can also be opened directly from the Connector. To do this open the Connector and choose the Menu item **Tools > Open Log File**.

The application returns a process exit code for the scheduled report to indicate Success (0) or Failure (1) allowing the calling process to check the result of a shelled report.

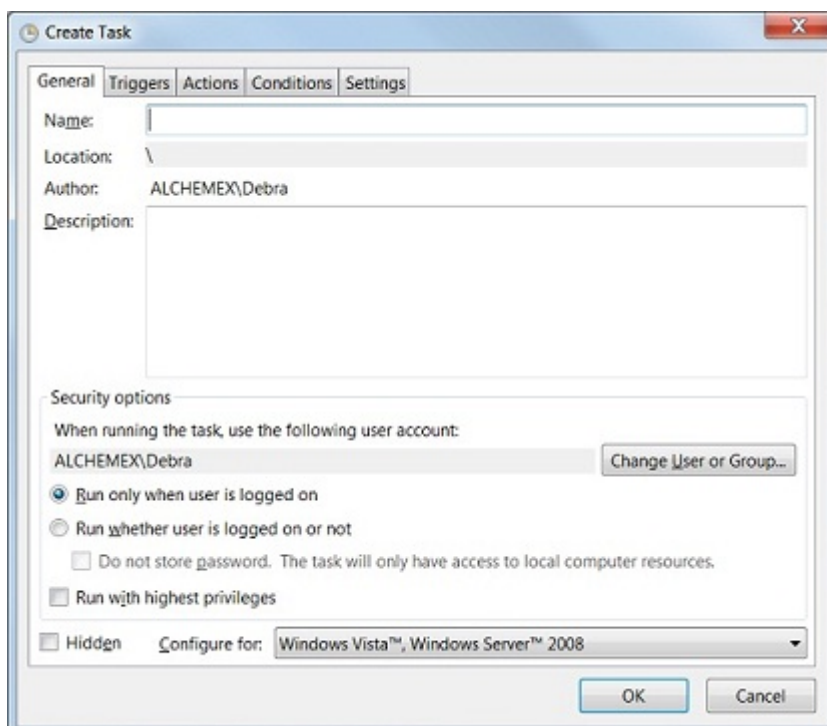
# Scheduling a Report using the Windows Scheduler

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1. Select the report that you wish to schedule in the Report Manager.
2. Click on the Schedule Icon  on the toolbar or right click on the report and choose **Generate Scheduler Command**.
3. If the report expects parameters then you will be prompted to enter these.
4. A message box will then appear that will display the syntax for running the report.
5. Additionally this text will be placed on the windows clipboard so that it can be pasted into the scheduled task command field.

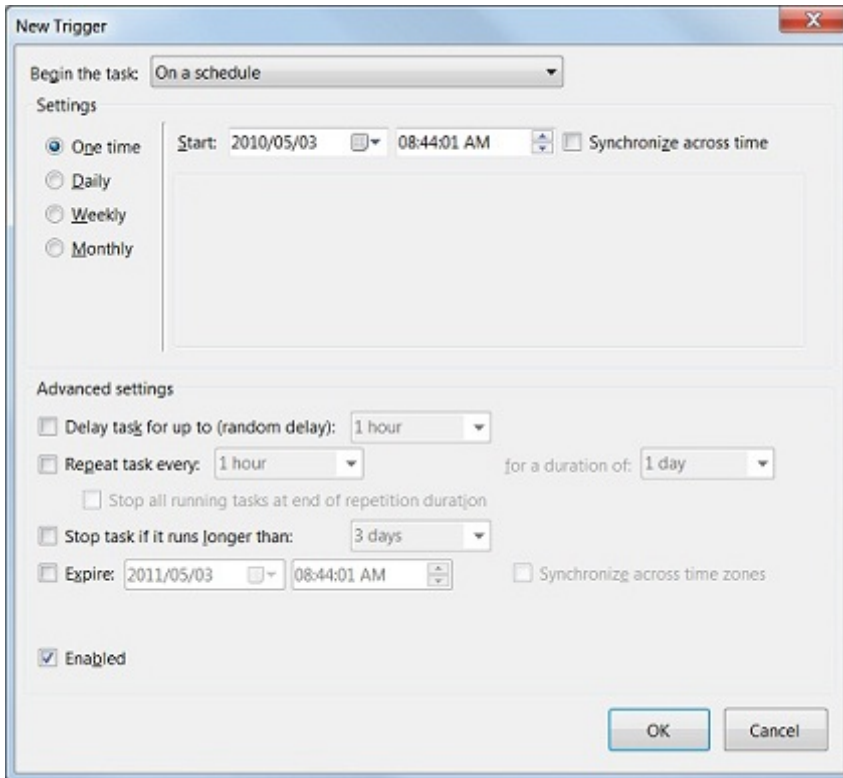
Reports that are scheduled are closed on completion, and therefore must use the **Generate Output Advanced** report or the **Retain Run Instances** option to be useful. See Advanced Report Properties for more information.

1. Open the Windows Control panel and then open the **Administrative Tools, Task Scheduler** item.
2. From the menu choose **Action, Create Task**.
3. The **Create Task** window will appear.



4. Give the task a meaningful name.
5. Click on the **Actions** tab.
6. Click **New**.
7. Under **Program/script**, paste the command from the clipboard.

8. Click **OK**,
9. Confirm the arguments specified by clicking **Yes**.
10. In the **When running the task, use the following user account** box enter the user name that should be used to run the report under (for domain user accounts use the format domain\_name\user\_name). The user name must be a valid account on the domain or local machine with sufficient privileges to run *Sage Accpac Intelligence*.
11. To set the Schedule for the Task click on the **Triggers** Tab.
12. Click the **New** button.



13. When you have set the schedule options click the **OK** button.

It is important to understand that the user account that is used for the scheduled report must have sufficient permissions to access all the necessary resources to run the Sage Accpac Intelligence report. It is best to log on to the machine that will be running the scheduled report as that user and test that the report can be run interactively under the user account before using the account for scheduled reports.

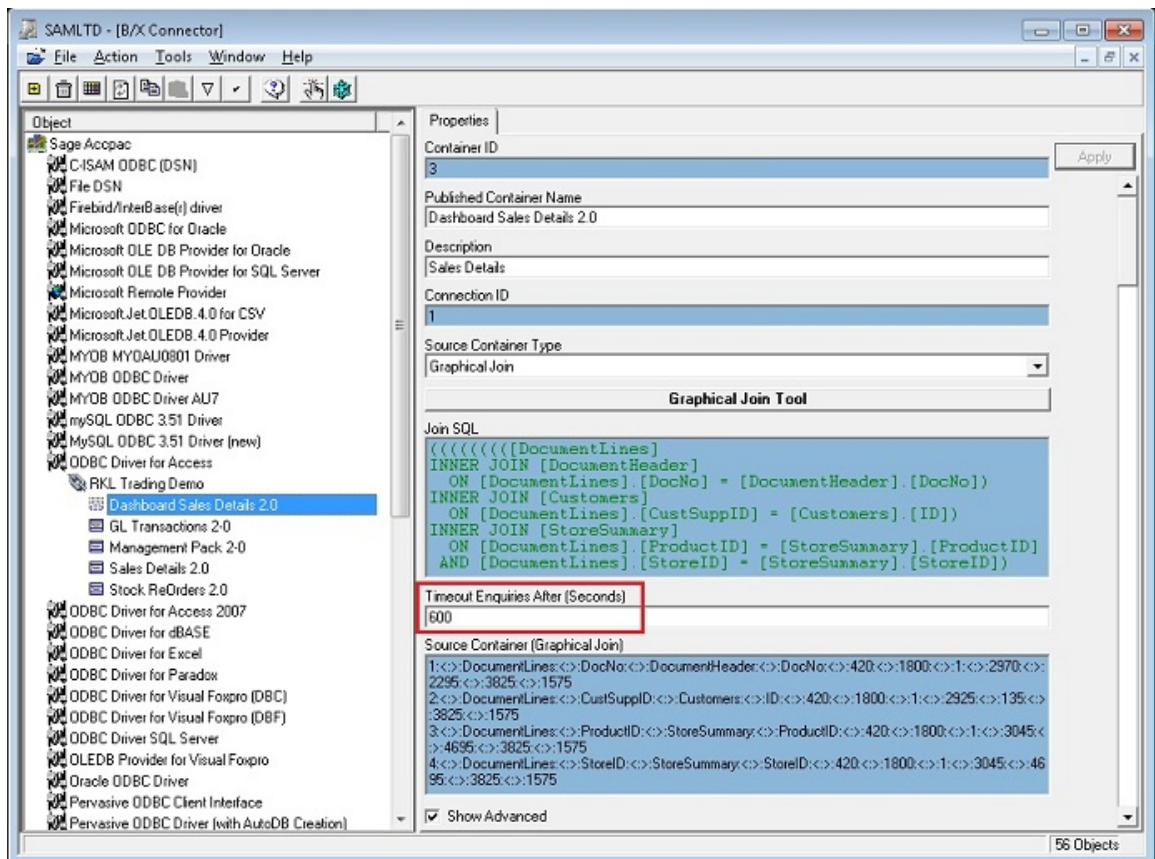
# Timeout Settings

When running Sage Accpac Intelligence reports on large sets of data you might need to adjust timeout settings. This allows you to increase the time allowed before the user would receive a timeout error message.

There are 2 ways to resolve a timeout error:

## In the Sage Accpac Intelligence Connector Tool:

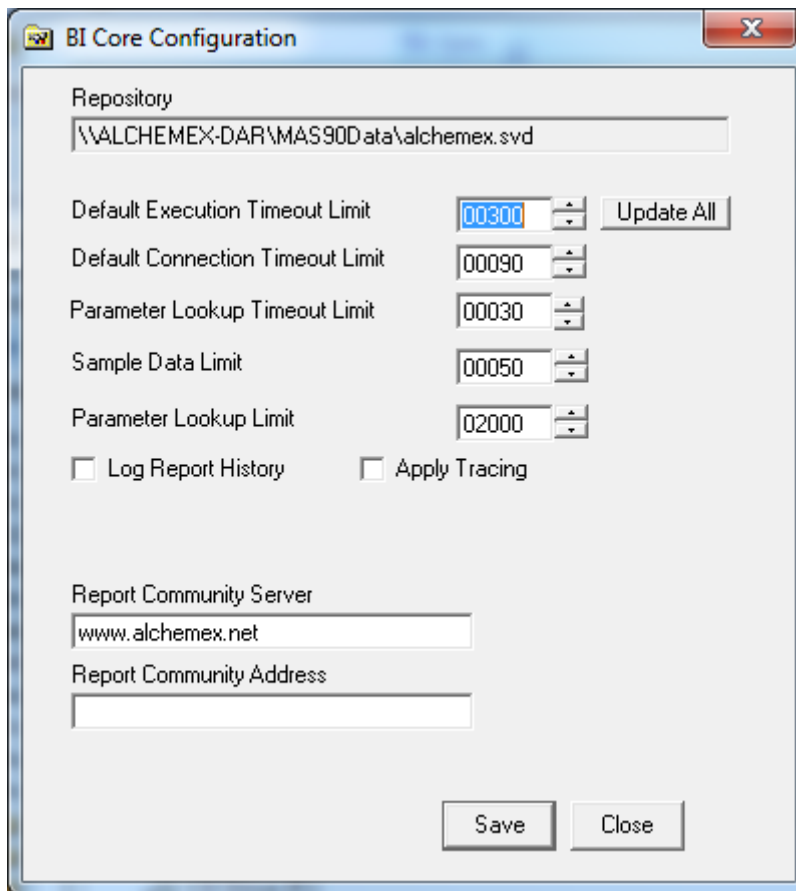
1. In the Object window, select the desired container
2. On the Properties window, select **Show advanced**



3. Go to **Timeout Enquiries after (seconds)**
4. Increase the number of seconds here.

## Using the PLConfig Tool

1. Go to **PLCONFIG.exe** under C:\Program Files\Sage Software\SMI folder.
2. Execute the file.




**Note:** that if it gets changed inside the Connector, it is only for that container. Under PLCONFIG it is for *ALL* the containers.

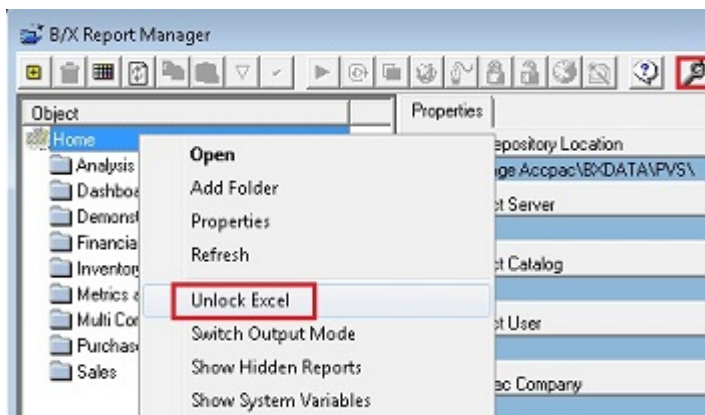
# Unlock Microsoft Excel

---

When Sage Accpac Intelligence runs a report out to Excel, it takes control of Excel and prevents user interaction with Excel. If a report runs into rendering problems it is possible that Excel can be left locked.

To release Excel:

1. In the Report Manager Module, select the **Home** object
2. Right click and select **Unlock Excel** or click the  key on the toolbar.



Excel will now be unlocked and user interaction will be allowed again.

# Use of an Aggregate Function

---

Have you written a report that ended up rendering huge data volumes and results in lengthy run times and therefore causes performance issues?

There are many scenarios that could cause this but by far the most common one is the absence of aggregate function use in reports.

Simply put, an Aggregate is to bring together or to collect into a mass or sum. Examples of aggregates are SUM, MAX, MIN & COUNT.

Solution:

1. Launch Sage Accpac Intelligence Report Manager.
2. Navigate to the **Columns** Tab and take a close look at the fields you have included in your report. Now identify all the fields that your report will ever need to show and then delete the superfluous ones.
3. Now identify all your VALUE fields and apply an Aggregate to each of them. The most common aggregate being SUM.

What you have done by aggregating is as follows –

You now have a report that groups your results by the remaining fields eg. Customer Name and then sums your VALUE fields (i.e. Sales amount excl VAT) accordingly.

Thus instead of having a report that renders each and every transaction line item from your source Transaction Table into “Sheet1”, you now have a report that only renders the exact required data. You have effectively tuned your report for speed.

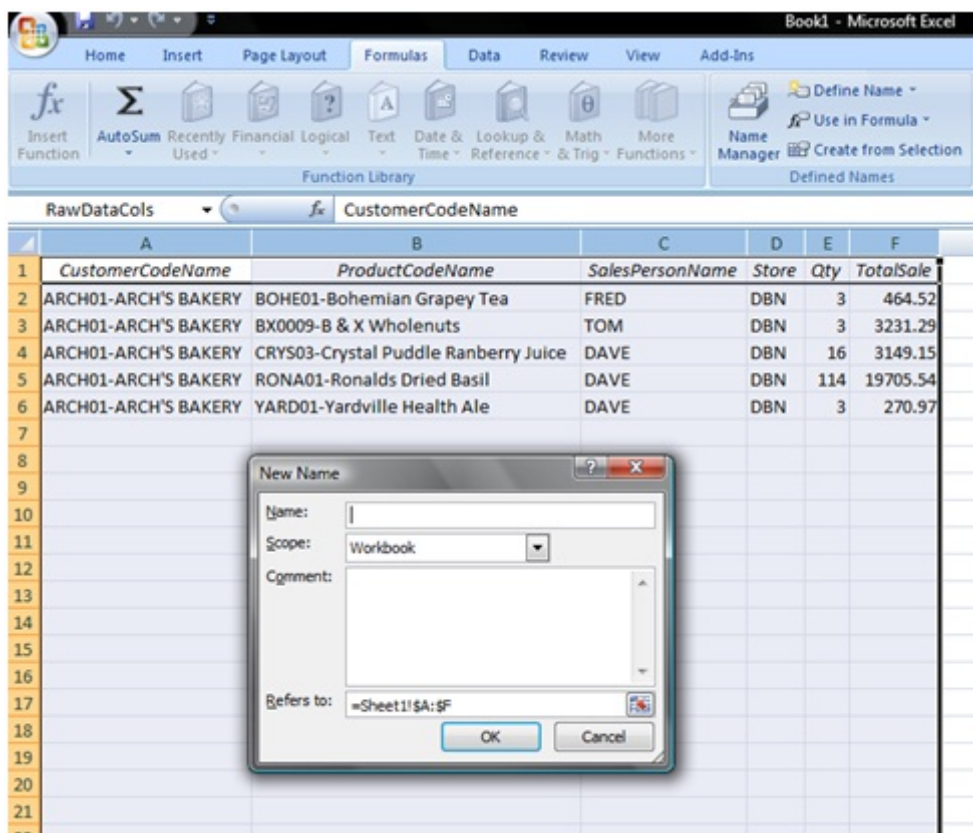
This simple practice will dramatically reduce runtime and result in, for example, a 5 minute report now running out in a matter of seconds.

# Using an Excel Workbook as a Data Source

In order to use an existing Excel Workbook as a data source for a report, the data needs to be organized into named ranges.

## Naming the Data Ranges

1. Open the workbook in Excel.
2. Make sure that the data is stored with accurate headings so that when expressions are added, the data remains meaningful.
3. Select the data required for report writing purposes by highlighting it.
4. Select **Formulas, Define Name**.



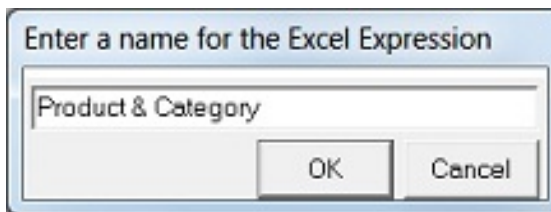
# Using Excel Formulae in Data Expressions

---

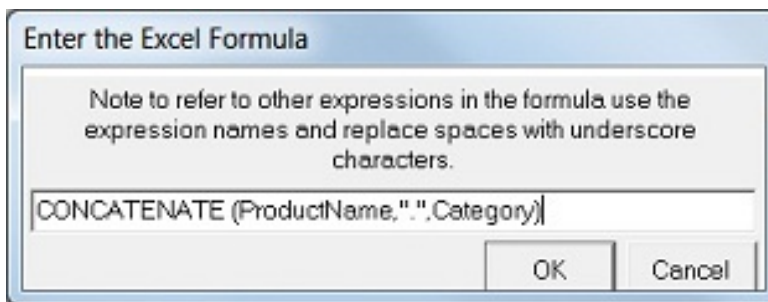
There are two ways of using Excel Formulae in Data Expressions. You can either choose to add an Excel Formula from the **add data expression** field or you can add a normal data field and then change its properties to an Excel Formula.

## To add an Excel Formula from the Add Data Expression window:

1. Once you choose **Excel Formula** you are prompted to type in a name for the expression as shown below:



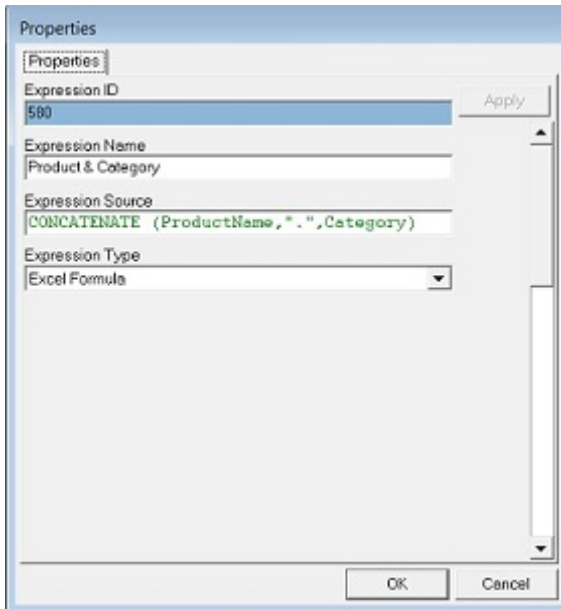
2. Type in a name then click **OK**. The following screen displays, prompting you for the Excel formula:



3. Type in the formula, and then click **OK**.

## To add an Excel Formula after creating a Data Field Expression:

1. Add a data expression by using the normal method (see Adding Data Expressions).
2. On the properties window of the new data expression, change the Expression Type from a **Data Field** to an **Excel Formula**.
3. In the Expression Source field, type in the correct syntax for the expression type chosen, then click the **Apply** button. An example of what the properties window should look like is shown below.



In this example, the standard Excel **CONCATENATE** function has been used to combine the contents of the two Data fields **ProductName** and **Category** and with a dash in between them.

Note that the formula does not begin with an Equal sign. Sage Accpac Intelligence allows the names of Columns to be used in the Excel Formulae through the way it applies named ranges to the raw data sheet in a report. Where the word **ProductName** has been used then the report is resolving this through a named range for that column. The Data Expressions **ProductName** and **Category** must be included as Display Columns in your report for this Excel Formula Data Column to work.

For further information on the Excel Functions that can be used refer to your Microsoft Excel Help file.

# Using Find and Replace

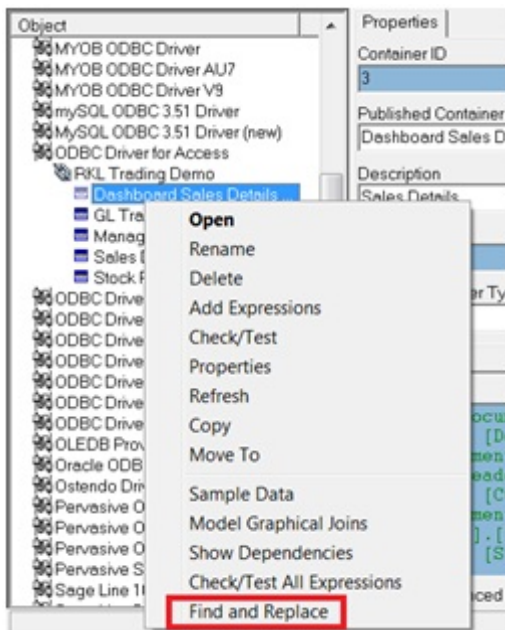
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The database we connect to via Sage Accpac Intelligence has grown and we decided to change some of the table names.

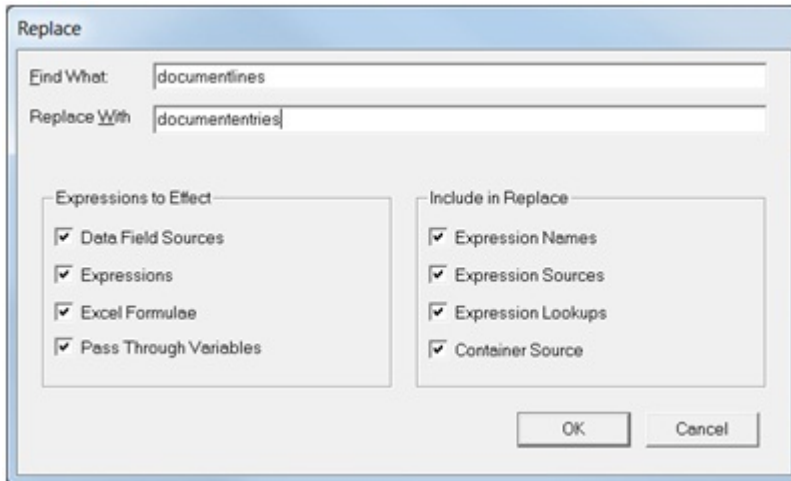
Is there a quick way of changing the database table names in a container in *Sage Accpac Intelligence*?

Yes, by using the **Find and Replace** feature.

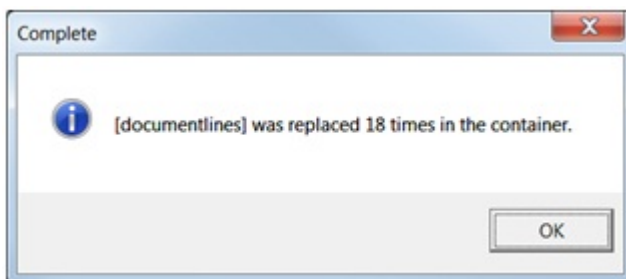
1. Right click on the container
2. Select **Find and Replace**



3. Enter the existing table name under **Find What** and the new name under **Replace With**.



4. Tick all expressions you would like to effect and also select what to include in the replacement by selecting the relevant tick boxes.
5. Select **OK**
6. Confirm by selecting **Yes**.
7. The following screen will confirm that the find and replace was successful:



# Using the Integrated Financial Report “Type D” Drill-down

---

The Sage Accpac Intelligence Financial Report gives you the ability to drill-down on Income Statement and Balance Sheet figures, thus enabling you to view the balance content at transactional level.

Using the Drill-Down Account Feature:

1. Click on any part of the row containing the account you want to interrogate. This could be from either the Income Statement or Balance Sheet.
2. On the Drill-Down Toolbar, (On the left of the Excel 2003 < screen and under the Add-Ins tab of Excel 2007 select **Drill-Down**.



The Ledger Transaction Details sheet will be displayed reflecting the transactions for the selected account. The drill-down feature does not allow for the selection of a month to drill-down to, it will always show all transactions that were extracted as per the date range that was selected at the time of running the report. If your data sets are large it is best to run the ledger transactions out for 1 month only, i.e. the current month.

3. To go back to the worksheet you were viewing before you "drilled down" click the "Back to last sheet" button on the Drill-Down toolbar.

**Note:** The Drill-Down feature relies on the account number being available in Column A. Column A can be hidden, but if deleted it will prevent the operation of the drill-down feature

## Cannot find the Drill-Down Account Toolbar ?

1. Press Alt-F8 (or Select, Tools, Macro, Macros, from the menu bar)
2. Select the macro named "Build Drill-Down toolbar"
3. Select the Run button to run the macro.
4. The toolbar should now be visible again.

OR

1. Save the workbook, Close it then open it again.

# Viewing the SQL Code Passed to the ODBC Driver

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You can view the SQL code passed by Sage Accpac Intelligence to the ODBC Driver for a Report. This is one of the tools for assisting in debugging reports.

To switch the Report Manager into one of the debugging modes right click **Home** and click **Switch Output Mode**.

The following dialog box will appear.



The available options are:

- Excel

This is the Sage Accpac Intelligence default mode and is the mode in which Sage Accpac Intelligence reports are run out to Microsoft Excel.

- Screen

This mode runs the Data extraction stage of a report and then simply outputs it to screen. All of the usual Excel data rendering functions are ignored (i.e. no template is used and no macros are run).

- Screen (SQL Debug)

Like the Screen mode above, this mode runs the Data extraction stage of a report and then simply outputs it to screen. Additionally when running a report the SQL query that is generated by the report for the Data extraction stage is intercepted by a SQL Debug window. This window allows the raw SQL statement to be viewed and tested.

1. If you choose the **Screen (Sql Debug)** option, the SQL Debug window will pop up with the SQL code that gets passed to the ODBC driver.

```

SELECT
CASE WHEN tcompoth.bUseDept = 1 THEN CONCAT(LEFT
(taccount.lId,tcompoth.nActNumLen),CONCAT('-', "0000")) ELSE
LEFT(taccount.lId,tcompoth.nActNumLen) END AS Accountno,
Concat(Cast(LEFT(taccount.lId,tcompoth.nActNumLen) as char
(8)),Concat('-',RTRIM(taccount.sName))) AS AccountNoName,
RTRIM(taccount.sName) AS AccountName,
"0000" AS DeptCode,
"" AS DeptName,
CASE
WHEN tActrang.nAcctClass = 1 THEN "Asset"
WHEN tActrang.nAcctClass = 2 THEN "Liability"
WHEN tActrang.nAcctClass = 3 THEN "Equity"
WHEN tActrang.nAcctClass = 4 THEN "Revenue"
WHEN tActrang.nAcctClass = 5 THEN "Expenses"
ELSE "None" END AS AccountGroup
,
CASE
WHEN tActrang.nAcctClass = 1 AND tAccount.nAcctClass = 0 THEN
35
WHEN tActrang.nAcctClass = 1 AND tAccount.nAcctClass = 1 THEN
31
WHEN tActrang.nAcctClass = 1 AND tAccount.nAcctClass = 2 THEN
31

```

You can go through the SQL code to try find the problem, and then make the relevant changes to the container (Connector) of the report (Table joins, Field expressions . . .) or to the Report (Report Manager) itself (Filters, Aggregate Functions . . .)

**NOTE:** You will not be able to edit the SQL code in the Debug mode, you have to correct / make changes to the Container or Report directly.

From the SQL Debug window you can

**Test SQL** – Test the SQL code to see if it runs out successfully or not

**Continue** – To see what the raw data will look like in a Data output window

2. If you choose the **Screen** option, the raw data window will pop up with the raw data before it is passed to excel.

AccountNo	AccountNoName	AccountName	DeptCode	DeptName	AccountGroup	GeneralLedger...	Gene
10200-0000	10200 - Cash to ...	Cash to be depo...	0000		Asset	31	Curre
10300-0000	10300 - Cash Dr...	Cash Draws	0000		Asset	31	Curre
10500-0000	10500 - Petty Ca...	Petty Cash	0000		Asset	31	Curre
10550-0000	10550 - Regal B...	Regal Bank Sav...	0000		Asset	31	Curre
10600-0000	10600 - Regal B...	Regal Bank Curr...	0000		Asset	31	Curre
10670-0000	10670 - Regal B...	Regal Bank: US ...	0000		Asset	31	Curre
10700-0000	10700 - Oakville ...	Oakville Domini...	0000		Asset	31	Curre
10800-0000	10800 - Visa	Visa	0000		Asset	31	Curre
10830-0000	10830 - MasterC...	MasterCard	0000		Asset	31	Curre
10870-0000	10870 - America...	American Expre...	0000		Asset	31	Curre
10890-0000	10890 - Other Cr...	Other Credit Car...	0000		Asset	31	Curre
11000-0000	11000 - Investme...	Investments	0000		Asset	38	Inves
12000-0000	12000 - Account...	Accounts Recei...	0000		Asset	31	Curre
12000-0100	12000 - Account...	Accounts Recei...	0100	Administration	Asset	31	Curre
12000-0200	12000 - Account...	Accounts Recei...	0200	Marketing	Asset	31	Curre
12000-0300	12000 - Account...	Accounts Recei...	0300	Construction/En...	Asset	31	Curre
12050-0000	12050 - Allowanc...	Allowance for D...	0000		Asset	31	Curre
12100-0000	12100 - Holdbac...	Holdbacks Rec...	0000		Asset	31	Curre
12200-0000	12200 - Payroll A...	Payroll Advances	0000		Asset	31	Curre
13000-0000	13000 - Purchas...	Purchase Prepa...	0000		Asset	31	Curre
13000-0100	13000 - Purchas...	Purchase Prepa...	0100	Administration	Asset	31	Curre
13000-0200	13000 - Purchas...	Purchase Prepa...	0200	Marketing	Asset	31	Curre
13000-0300	13000 - Purchas...	Purchase Prepa...	0300	Construction/En...	Asset	31	Curre
13200-0000	13200 - Prepaid ...	Prepaid Expens...	0000		Asset	31	Curre
13200-0100	13200 - Prepaid ...	Prepaid Expens...	0100	Administration	Asset	31	Curre
13200-0200	13200 - Prepaid ...	Prepaid Expens...	0200	Marketing	Asset	31	Curre
13200-0300	13200 - Prepaid ...	Prepaid Expens...	0300	Construction/En...	Asset	31	Curre
15200-0000	15200 - Drywall	Drywall	0000		Asset	33	Inven
15300-0000	15300 - Hardware	Hardware	0000		Asset	33	Inven
15400-0000	15400 - Lumber	Lumber	0000		Asset	33	Inven
15700-0000	15700 - Roofing ...	Roofing Material	0000		Asset	33	Inven
15800-0000	15800 - Other Inv...	Other Inventory	0000		Asset	33	Inven
17100-0000	17100 - Furniture ...	Furniture & Fixtur...	0000		Asset	35	Capit
17200-0000	17200 - Accum A...	Accum Amort F...	0000		Asset	35	Capit

You can now easily go through the raw data, sorting fields by clicking on the field headings.

### Things to Keep in Mind

- When you open the Report Manager it defaults the Output mode to Excel every time, regardless of the state you closed the Report Manager in.
- In a networked environment of *Sage Accpac Intelligence*, the Output mode you select will only be affective on the PC it was set on.

# Getting Support

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The Sage Accpac Intelligence Help Files have been written to provide maximum information and assistance to all Sage Accpac Intelligence users. Every effort has been made to make Sage Accpac Intelligence easy to understand and use. The comprehensive help files can be accessed by pressing the F1 button in your *Sage Accpac Intelligence* software.

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