

## Sage One Intelligence Reporting Cloud

Intelligence Reporting is a reporting tool within Sage One that offers you ready-to-use reports which you can run and use as is or edit to suit your business needs. You can insert a logo, change colours, and add or remove rows and columns. You can also easily create reports from scratch, using the intuitive functions in Intelligence Reporting. What's even better is that you can save your custom layouts so you don't have to re-create them each time you run your reports.

If you want to have full control in editing your reports you can open them in Excel®, but, it won't be the usual data dump - your Excel reports will still be linked to Sage One, which means that your Excel reports will always be based on the latest values.

### Features and Functions:



#### My Reports:

Contains all out-the-box and customised report layouts.

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#### Create Financial Reports:

Allows you to create a custom report from scratch using functions and formulae that make the design process simple, all without leaving Sage One.



#### Show Me How:

A library of step-by-step videos to help you make the most of the software.

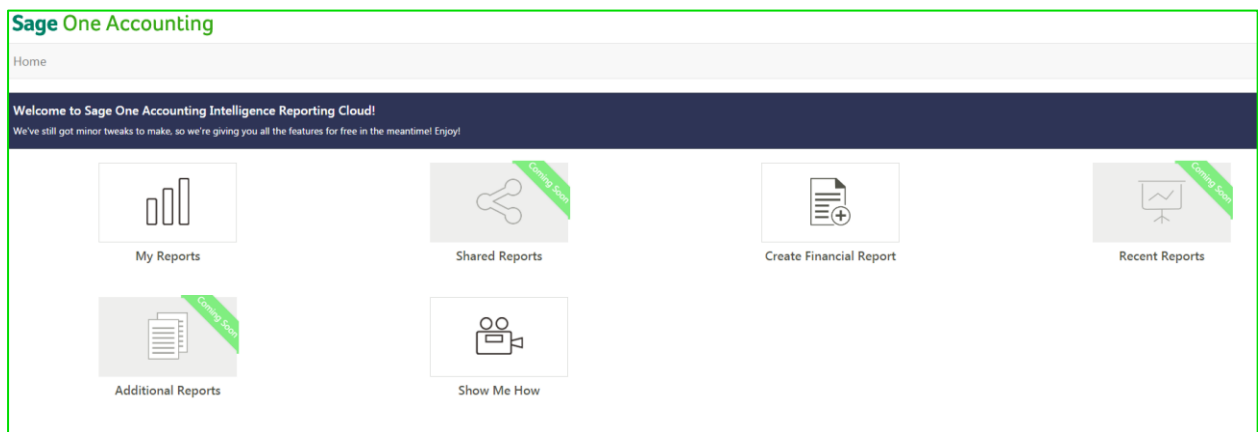
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## Accessing Intelligence Reporting

Intelligence Reporting can be accessed within Sage One and from Microsoft® Excel®.

To access it from Sage One, select Reports...NEW! Sage One Intelligence Reporting.

Enter your Sage One login details in the task pane. The following screen displays:



## Reports available:

Reporting Category	Report Name
Balance Sheets	Actual 1 to 12
	Actual 1 to 12 / Prior 1 to 12
	Actual vs Prior 1 to 12
Profit & Loss	Actual 1 to 12 - Actual YTD
	Actual 1 to 12/Budget 1 to 12 - Actual YTD/Budget YTD
	Actual 1 to 12/Budget 1 to 12/Prior 1 to 12 - Actual YTD/Budget YTD/Prior YTD
	Actual 1 to 12/Prior 1 to 12 - Actual YTD/Prior YTD
	Actual/Budget/Prior 1 to 12 - Actual YTD/Prior YTD & Budget YTD
	Actual/Budget/Variance 1 to 12 - Actual YTD/Budget YTD
	Actual/Prior 1 to 12 - Actual YTD/Prior YTD

Excel reports include Profit & Loss Current Month, Statement of Assets and Liabilities, Sales Year vs Year Dashboard, Sales Dashboard and Sales by Customer.

For more information regarding this feature, visit the Sage One Help Centre.

[www.sageone.co.za](http://www.sageone.co.za)

Sage One **Sales** | T: +27 (0) 11 304 3663 | E: [sales@accounting.sageone.co.za](mailto:sales@accounting.sageone.co.za)  
Sage One **Support** | T: +27 (0) 11 304 3805 | E: [support@accounting.sageone.co.za](mailto:support@accounting.sageone.co.za)  
Sage One **Training** | T: +27 (0) 11 304 3670 | E: [training@pastel.co.za](mailto:training@pastel.co.za)