



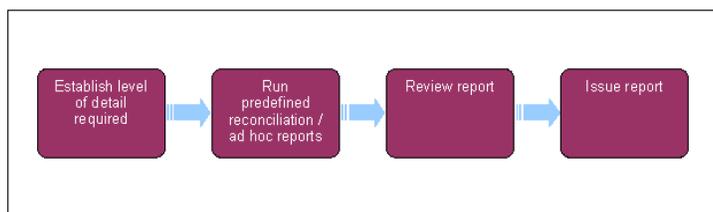
## Sage Reports - Produce

This procedure will explain the steps required to produce reports in Sage.

This action will be dealt with by the client funds accounting team (CFAT).

There are a number of pre-defined reports available in Sage. Where an undefined report is needed, it is possible to input defined measures and dimensions in Sage to create a bespoke report.

Once the correct report has been produced you will first check for any discrepancies. Where discrepancies are identified, corrective action will be taken. Once the report is deemed acceptable it will be issued to all stakeholders deemed relevant by CFAT management.



### Establish level of detail required

1. Reports are available at summary level only from Sage. Where a detailed report is required you will run these from Oracle Business Intelligence Enterprise Edition (OBIEE). For more information refer to [MI – Generate Report](#).

### Run predefined report

There are a number of predefined reports available in Sage

2. In the left hand navigation menu, select **Reports**. This will take you to a list of pre-defined reports available. Select the required report.



You can view the report on the screen, print it or export it to Excel.

### Bank reconciliation reports

3. To run the bank reconciliation reports select **A/P-A/R Accounting, Reconciliation** then the required reconciliation report.
4. In the **Bank** field enter the relevant bank code and in **Last Statement Date** field enter the last date of the period you want the report to show.
5. Select **OK** to produce the report.



You can view the report on the screen, print it or export it to Excel.

### Create and run ad hoc report

6. If there is no report available relevant to the information required, you can input details to run the required report. From the left hand navigation menu select **Reports**, then go to the menu bar at the top of the screen, select **File** and then **New**.
7. Input the dates for the period you would like the report to cover, the **Account Codes**, **Cost Centre** and select the **Format**.
8. Select **OK** to produce the report.



You can view the report on the screen, print it or export it to Excel.

### Review report

9. Having produced the report you will need to review it to ensure it is acceptable and free from discrepancies. To aid in this you may need to produce a detailed version of the report from OBIEE. For more information refer to [MI – Generate Report](#).

10. Where discrepancies have been identified, corrective action will be required. To correct the discrepancy you will either need to carry out one or more of the following activities:

- Control account reconciliation – for more information refer to [Reconcile Control Accounts](#).
- Bank reconciliation – for more information refer to [Reconcile Bank Accounts](#).
- Admin reconciliation – for more information refer to [Reconcile Admin Current Accounts](#).

If no rework is needed on the reconciliations you may need to take one of the following actions to correct the discrepancy:

- Post a BaNCS Journal
- Post a General Ledger Journal
- Post an RM Journal

11. Once any discrepancies have been amended you will need to re-run the report in order for any changes to be reflected and displayed (Refer back to **steps 1,2,3** or **6** as appropriate).

## Issue report

12. When the report is deemed acceptable and is free of discrepancies send an electronic copy of the report to all key stakeholders as defined by CFAT management.

[BaNCS Journals](#)

[General Ledger Journals](#)

[MI Report - Produce Report](#)

[Reconcile Control Accounts](#)

[Reconcile Bank Accounts](#)

[Reconcile Admin Current Accounts](#)

[RM Journals](#)