

# The Sage 300 Financial Reporter for the Web

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## 1. Introduction

Sage 300 Financial Reporter for the Web is a web-based tool used to manipulate, format, graph and print general ledger (GL) data. Financial Reporter for the Web uses Microsoft Excel to create financial statements and statement specifications that display data from Sage 300 General Ledger. This guide will show you how to set up your server and web client machines, and the basics of using Sage 300 Financial Reporter for the Web.

You can create your own statements or use the sample statements that come with Sage 300. With Financial Reporter for the web, you can design, edit, and print the same Financial Reporter statements that are used in the desktop version of Financial Reporter.

We recommend that you use the sample statements as a starting point for your own statement creation.

Financial Reporter for the Web includes the following two web screens for working with financial statements:

### **G/L Print Financial Statements**

You can use the G/L Print Financial Statements web screen to print financial statements.

You can print using one of the sample statements that come with General Ledger, or you can use a custom report specification that you create using the G/L Statement Designer.

For more information about the sample statements that are included with General Ledger, see [Sample Financial Statements](#)

Note that all Sage 300 financial statements are Microsoft Excel spreadsheet files that contain the functions required to read General Ledger data.

### **G/L Statement Designer**

From the Statement Designer web screen, you can create new statements, download existing statements to be edited, and delete and rename statements.

You can then upload the finished statement back to the Sage 300 server for other users to use, or to print using Print Financial Statements.

When you click Create New Statement or Edit, a working copy of the statement file is created on your workstation. This is a Microsoft Excel file that includes special commands. For more information about these commands, see [Financial Reporter Menu Commands](#).

You open the statement file in Excel and make changes to it. After you have finished making changes and have saved the file in Excel, you upload it to the Sage 300 server by clicking the Add/Update button in the Statement Designer. Until you upload this file back to the server, you will not be able to use the new/updated statement in Print Financial Statements.

For more information on using the Statement Designer screen, see section [G/L Statement Designer](#) in this document.

## Key Financial Reporter Concepts

Financial Reporter is based on a few concepts:

- Excel Worksheets with Financial Reporter functions. Financial statements are Microsoft Excel spreadsheets that use special functions to extract data from the Sage 300 company database.

You can place Financial Reporter functions almost anywhere in a spreadsheet. The spreadsheet program looks up the General Ledger values when it recalculates the spreadsheet. For information on Financial Reporter functions, see [Financial Reporter Functions](#).

You can also use any other spreadsheet functions you want to further manipulate that data.

- Financial Statement Specifications. A financial statement specification is a structured description of a statement you want to produce. Financial Reporter creates a statement based on the statement specification and the options you select when you print or view the final statement. Like statements, statement specifications are also Excel spreadsheets.

Statement specifications allow you to assign default functions and formulas to columns of the spreadsheet, and to specify whether a range of accounts will be expanded to many rows on a final statement.

Statement specifications make statements easier to create and more flexible, but you do not have to use them. You can view an account balance just by inserting a formula in a single cell, and then recalculating the worksheet.

It is our assumption that most of the statements you create will be generated from statement specifications.

For more information about financial statement specifications, see [About Financial Statement Specifications](#).

- Flexible Data Selection. Financial Reporter lets you choose and restrict data at print time by account segment range, account group, fiscal period, and by fiscal set (actual or provisional amounts).
  - When designing statements, keep in mind that a generalized financial statement can be printed with the actual or provisionally posted amounts of any department or division. However, the transaction-related commands, FRTRN, FRTRNA, FRTRNDR, and FRTRNCR, do not handle provisional amounts. If you use these commands, only actual amounts are included in the report.
  - When creating a financial report, you can enter formulas that allow you to drill down to the original transactions in the Sage 300 web screens. The drilldown is available only when using FR View and is only for the transaction-related commands (such as FRTRN).

## Producing Financial Statements

Producing financial statements using the Sage 300 web screens involves this general workflow:

- In the Statement Designer screen, download a new or existing financial statement onto your web client machine. This downloads an Excel file with some extra information and Financial Reporter functions in it.
- On your web client machine, edit the financial statement specification in Excel using the Financial Reporter functions.
- In the Statement Designer screen, upload the completed Excel statement specification back to the Sage 300 server.
- In the Print Financial Statements screen, print the financial statement using Print Financial Statements.

## Creating a Financial Statement Specification

A financial statement specification defines the format and contents of a financial statement.

Financial Reporter includes several sample statement specifications that you can use to print standard financial statements.

If you want to create special statements for your company, we suggest that you customize one of these standard statements.

For an overview and a few short lessons on creating financial statements, see the [Financial Reporter Tutorial](#). Please note that some of the steps will be different in the web version, for example, first creating or downloading the statement specification from the Statement Designer web screen. But the steps for using the Financial Reporter functions to design the statements in Excel are the same.

For more detailed information on creating specifications, see [Designing Financial Statements](#).

For an overview of the Statement Designer web screen and how to download the sample statement specification, see the section in this document on the [Statement Designer](#).

## Printing Financial Statements

After creating specifications, use the Print Financial Statements web screen to select the specification you want to print.

To print a statement, you select the report you want to print, select from a variety of print options, and then click Print. This produces an Excel document of your financial statement. You can then print the Excel document using Excel's print functionality.

For more information about printing financial statements, see the section in this document on the [Print Financial Statements](#) screen.

For more information on designing the chart of accounts, see [About Designing Your General Ledger](#).

For more general information about Financial Reporter statements, please see [Information Included on Financial Statements](#) in the desktop online help

## Note on Account Structures in your General Ledger

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*Important! Make sure that the account segment is the first segment in the account structures you create. Financial Reporter can select accounts more easily when the account segment is first.*

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## 2. Installation and Prerequisites

### Prerequisites

The following prerequisites are required to use Sage 300 Financial Reporter for the Web:

#### On the Sage 300 Server

1. Financial Reporter for the web requires Sage 300 General Ledger and Web Screens to be installed and working.
2. The 64-bit desktop version of Office 365 must be installed and logged in with your Office 365 account. You should ensure you can open and use Excel before using Financial Reporter for the Web.
3. If you are using earlier versions of Office (Office 2016, 2019 or 2021), you must have that earlier version installed on the Sage 300 server and client. These also should be the 64-bit desktop versions. There are extra steps you may have to follow to be able to use earlier versions of Office. For these steps, please see the [Sage 300 Knowledgebase](#) (search for 230821200317713).

#### On a web client machine

1. The 64-bit desktop version of Office 365 must be installed and logged in with your Office 365 account on any computer where you will be editing statements. You should ensure you can open and use Excel before using Financial Reporter for the Web.
2. If you are using earlier versions of Office (Office 2016, 2019 or 2021), you must have that earlier version installed on the Sage 300 server. It should be the 64-bit desktop version.

3. You should be able to access and login to the Sage 300 web screens from the web client machine.
4. Excel Add-in: The Sage 300 G/L Financial Reporter Excel Add-In must be downloaded and installed on all machines where you are going to be editing statements downloaded from the Statement Designer. The Installation section below contains instructions for installing the Excel Add-In.

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*Notes:*

*You do not need the add-in installed if you are just printing statements from the Print Financial Statements web screen.*

*If you plan to edit financial statements in Excel on the server, you must also install the Excel Add-in on the server.*

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## **Other Notes**

Financial Reporter for the web only supports the Microsoft Excel **.XLSX** file format. You will have to save any existing statements into .xlsx format before using them.

## **Installation**

See above for prerequisites needed before using Financial Reporter for the Web.

## **Server**

- Ensure prerequisites are installed on the server, including Microsoft Office.
- There is no separate installation for Financial Reporter for the web, it is included in the Sage 300 installation, but Sage 300 General Ledger and Web Screens must be installed and working.

## **Web client machines**

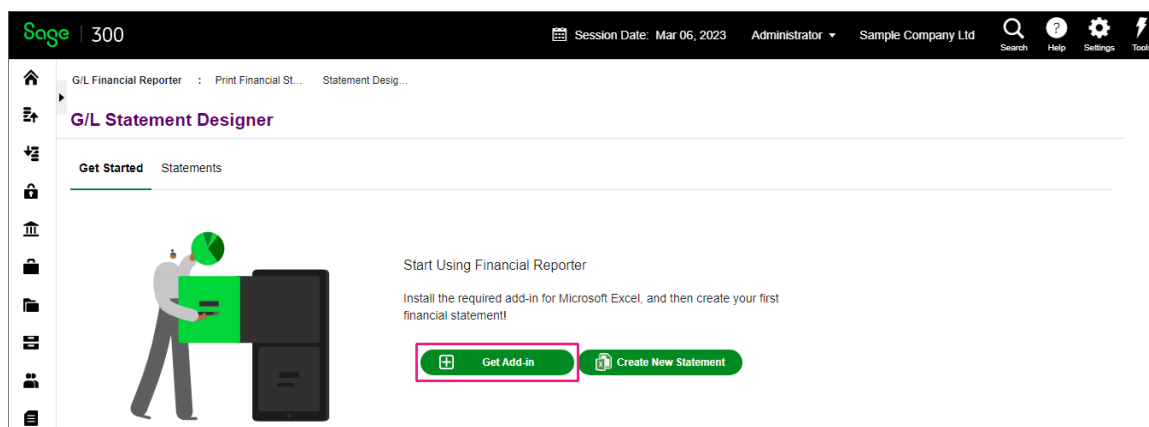
This includes any computer from which you will be accessing Sage 300 Statement Designer web screens to download statement specifications and then edit them in Excel.

- Please see the prerequisites section above for what you need before using Financial Reporter for the web.
- To use Financial Reporter features such as FR Paste and FR View, you must install the Financial Reporter Excel Add-in. Instructions are below.

## Installing the Sage 300 G/L Financial Reporter Excel Add-in

You must first install the G/L Financial Reporter Add-in on all computers where you plan to use Sage 300 G/L Financial Reporter for the web to create and edit statements. The Add-in enables you to see and use the Financial Reporter functions such as FR Paste and FR View.

1. Open General Ledger > G/L Financial Reporter > Statement Designer
2. On the Get Started tab, click the Get Add-in button. This downloads the Add-in installer to your default downloads location.



3. Open the downloads folder and double click the Sage 300 GL Financial Reporter Add-in.msi file to run the installer.
  - a. On the Welcome screen click Next
  - b. Click the option to select the license agreement and then click Next
  - c. Click Install: If necessary, enter an Administrator login in the UAC (User Account Control) popup.
  - d. Click Finish once the installation is finished.

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*Note: The Add-in is installed for all windows users where it is installed. But if a windows user is added after the Add-in was installed, you may need to install it again for that newly added user.*

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### **3. Statement Designer Screen**

The G/L Statement Designer web screen is the starting point to create and edit Financial Reporter statement specifications. From this screen you can download and create new financial specifications, download existing specifications to be edited, and upload completed specifications for use by other users or for printing in Print Financial Statements. Report specifications can also be renamed or deleted from this screen.

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*Important! For creating and editing statements, you must use the controls on the Statement Designer screen. Working with statements in some other way will cause errors and unexpected behaviour with statements.*

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#### **General Workflow**

Whether you are creating a new financial statement specification or editing an existing one, the general workflow is the same:

From the Statement Designer web screen, you download a statement specification from the Sage 300 server onto your web client machine. This can be a new statement specification or an existing statement specification. The statement specification is an Excel workbook with some extra information and Financial Reporter functions in it.

You then open the specification in Excel, and edit it using the Excel Financial Reporter add-in, until the specification is to your liking.

Then you upload the specification back to the Sage 300 server to make it available for printing and for other users to download and edit. Uploading also removes the extra information in the workbook.

#### **Creating a new financial reporter statement specification**

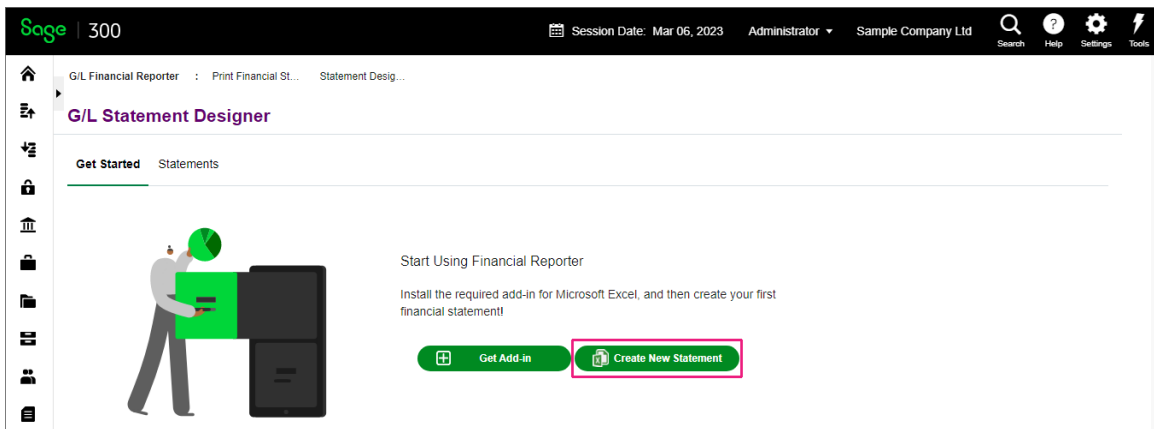
1. Open General Ledger > G/L Financial Reporter > Statement Designer

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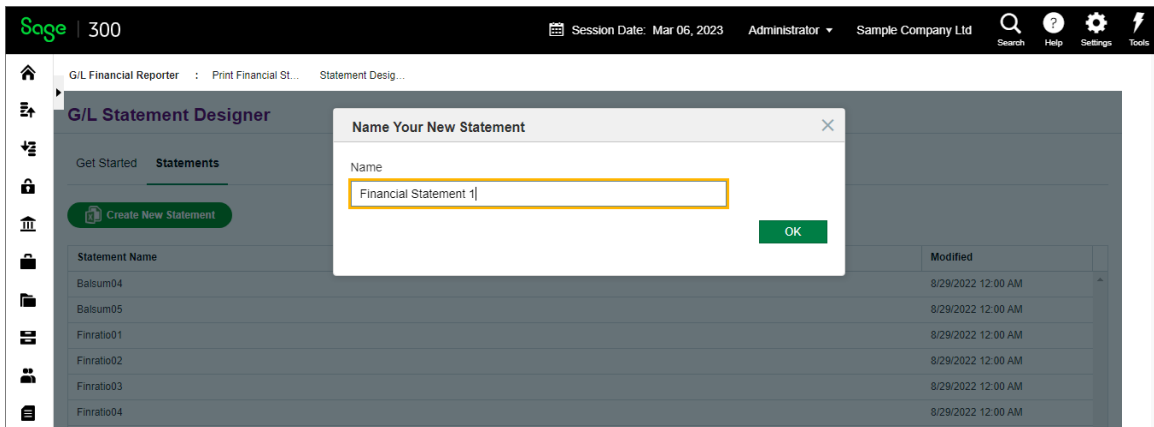
*Note: If you do not have the Financial Reporter Excel Add-in installed, click Get Add-in on the Get Started tab to download and install the add-in. More details are in the installation section.*

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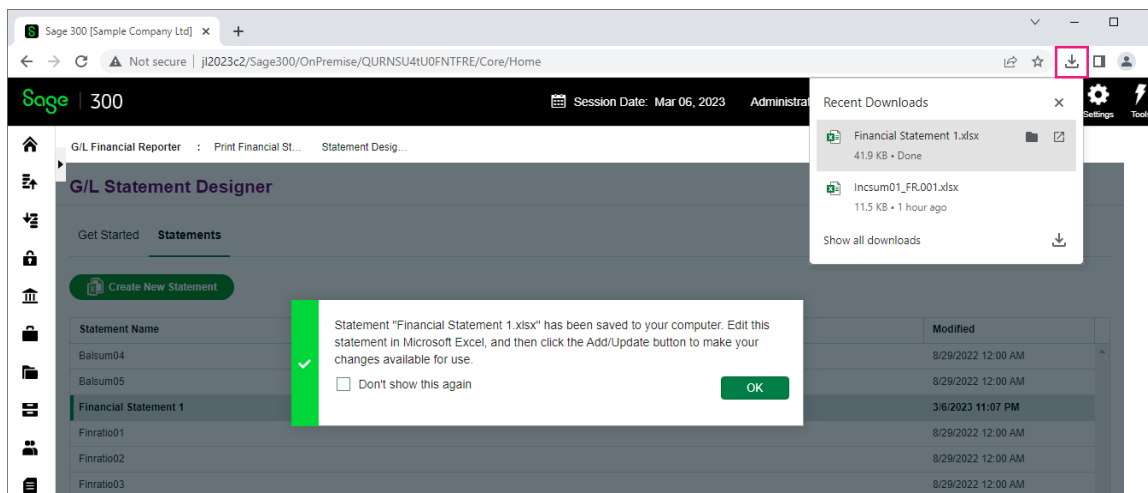
2. From either the Get Started tab or the Statements tab, click the Create New Statement button.



3. Enter a statement name in the popup window and click OK

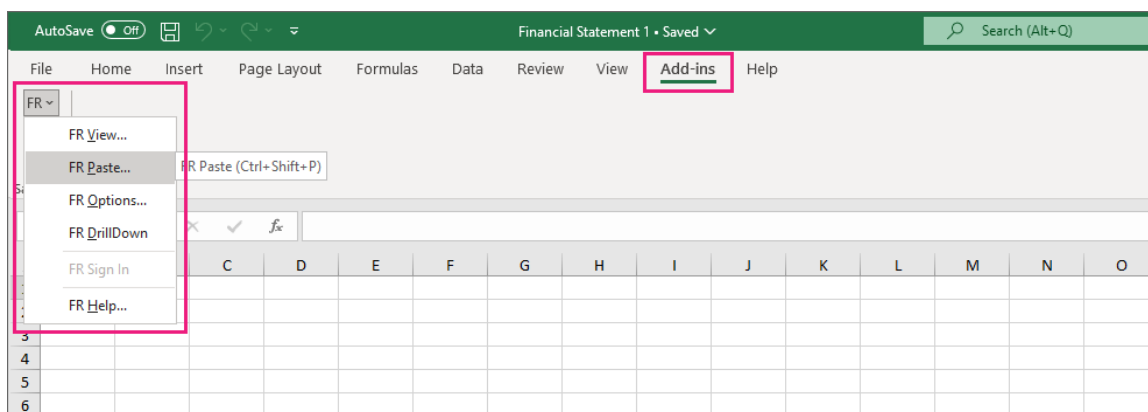


- Click OK on the confirmation message. A copy of your specification is now downloaded to your local default download location. A copy of the specification is also created on the server.



- Open your local copy of the downloaded Excel .xlsx file. Depending on your operating system and other settings you may need to click Enable Editing before using the file.

Use the Financial Reporter Excel Add-in from the Excel Add-ins>FR menu to help you create the statement specification. For example, you can use FR Paste to help you add formulas, and FR View to see a copy of the statement with data.



The functions here work the same as those in the desktop version of Financial Reporter. The main differences are that Financial Reporter for the web functions do not have a Clear option, there is a Sign-in feature for the web-based version, and the web-

based version of FR View creates a separate Excel workbook with data, instead of displaying the data in the same workbook as the desktop version does.

Please see the Sage 300 G/L Financial Reporter Add-in section and the [Sign In](#) section in this document for more details. Also, see the [Designing Financial Statements](#), and the [Tutorial](#) in the desktop online Help for help in using the Excel Financial Reporter Add-in functions to design statements, noting that some basic steps will be different for web FR.

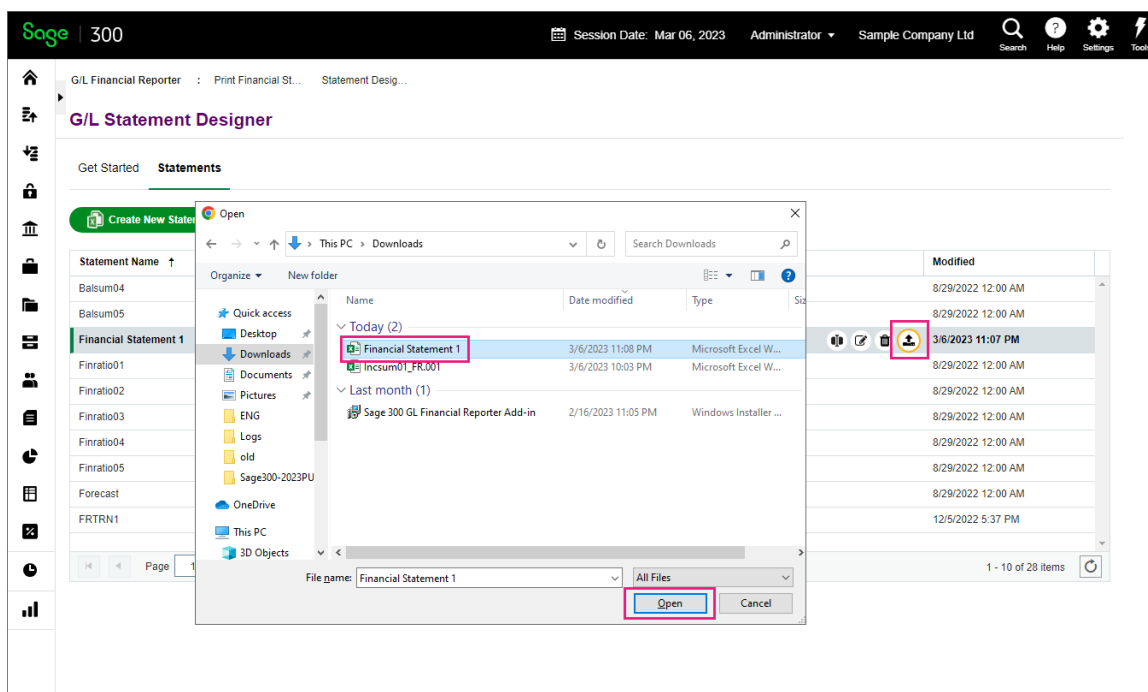
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*Note: If you do not have the Excel Add-in installed, when you open the Excel workbook you will see a message stating that you require the Add-in, with instructions on where to download it.*

*If you do not install the Sage 300 Financial Reporter Excel Add-in, you will not see the Financial Reporter Functions on the Add-ins menu in Excel.*

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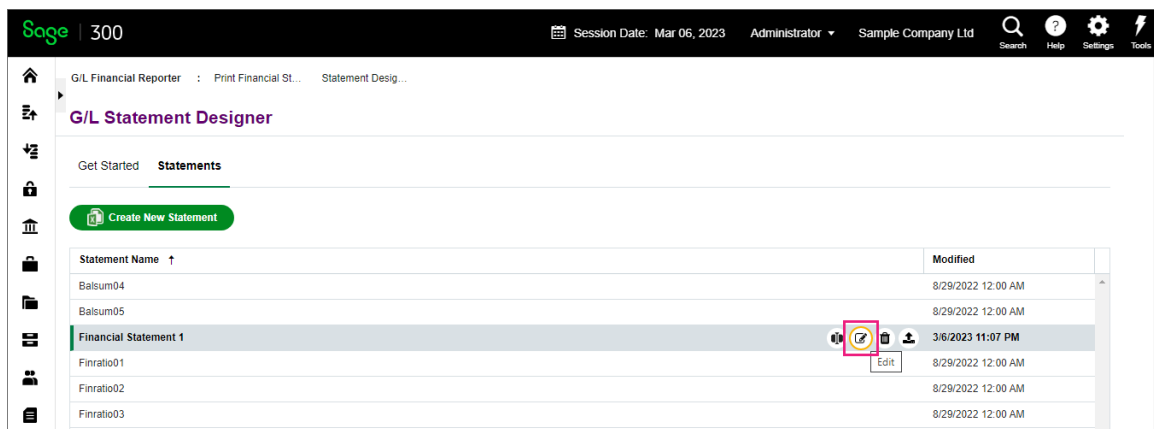
6. Once you are satisfied with your statement specification, save, and close the Excel file.
7. In the Statement Designer web screen's Statements tab, select your statement and click the Add\Update button on the selected row. Browse to the location of your newly created statement and click Open. This uploads the statement to the Sage 300 server to make it available for other users to download and edit, and to use in FR Print Financial Statements.



Please see the [Print Financial Statements](#) section in this document for details on using Print Financial Statements.

## Editing an existing financial reporter statement specification

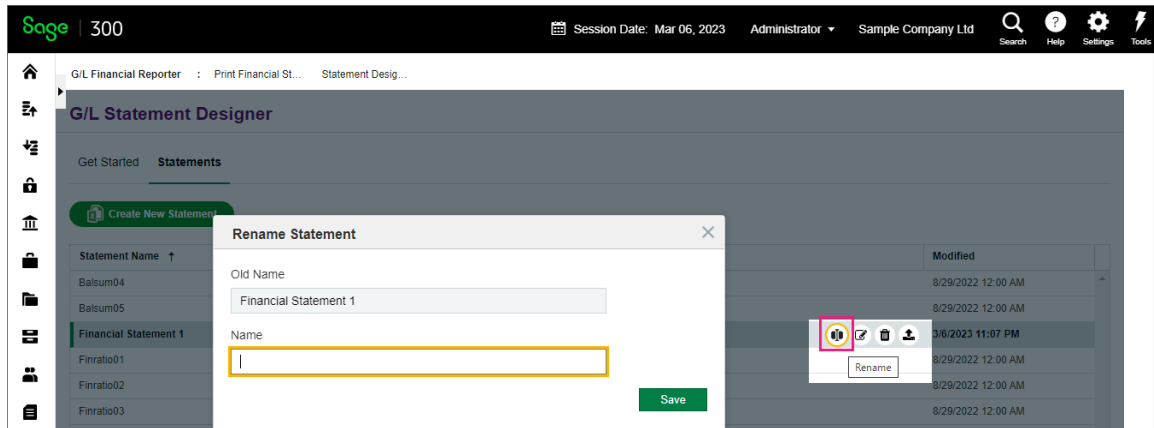
1. Follow Step 1 above to open the G/L Financial Reporter Statement Designer screen, and if you have not already done so, install the Financial Reporter Excel Add-in. Installation details are in the Installation and Prerequisites section.
2. On the Statements tab, select the statement spec you want to edit, and click the Edit button on the selected row.



3. The statement specification is now downloaded to your machine. Follow steps 5-7 in the section [Creating a new financial reporter statement specification](#) in this document to edit and then upload your completed spec back to the server for others to use and print using Print Financial Statements.

## Rename an existing financial reporter statement specification

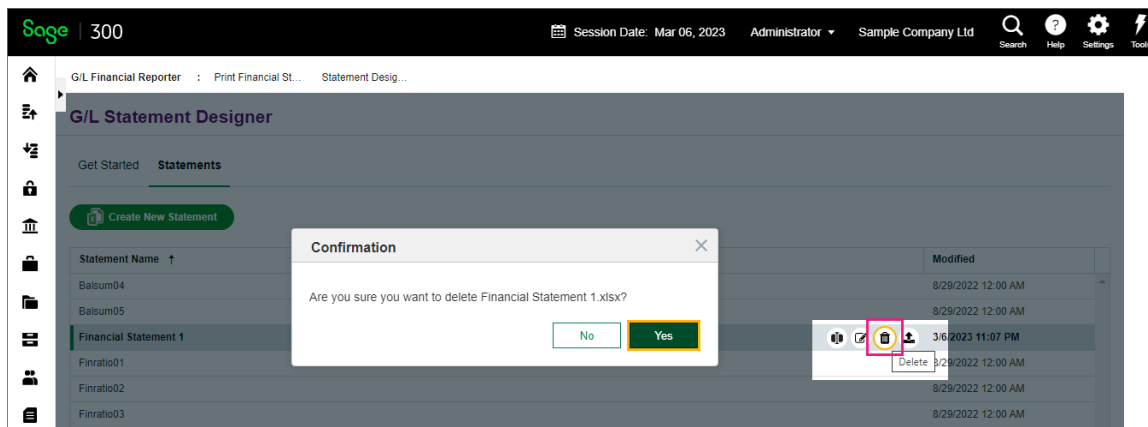
1. To rename a statement, select your statement on the Statement Designer's Statements tab and click the Rename button on the selected row.
2. Enter the new statement name and click Save



3. The rename function will rename the statement on the server but will not rename any local copies of the statement specification. However, you can still save your local copies to the renamed statement by selecting the renamed statement and then clicking the Add\Update button and then browsing to your local copy to upload the information into your renamed statement.

## Deleting an existing financial reporter statement specification

1. In the Statement Designer's Statements tab, select the statement to delete, and click the Delete button on the selected row, clicking Yes on the confirmation message. This deletes the statement from the server but does not delete your locally downloaded copy of the statement spec.



## Using Sage 300 sample statement specifications

Sage 300 G/L comes with sample statement specifications that can be used as templates for your own statements. To use these statements:

1. Copy the statement file from the GLXXA\Language folder into the Sage 300 SharedData\Company\FinancialReporter\ folder.

For example, to edit balsum01.xlsx in English:

If your Sage 300 is installed in a default location, copy

C:\Program Files (x86)\Sage\Sage300\GL71A\ENG\balsum01.xlsx to the C:\Sage\Sage300\SharedData\Company\FinancialReporter folder.

2. In the Statement Designer screen, click the Refresh button in the grid to see the statement. From there you can download and then edit the statement.

## Using your existing statement specifications

You can download\edit\upload existing statement specs you may have created before. To do so:

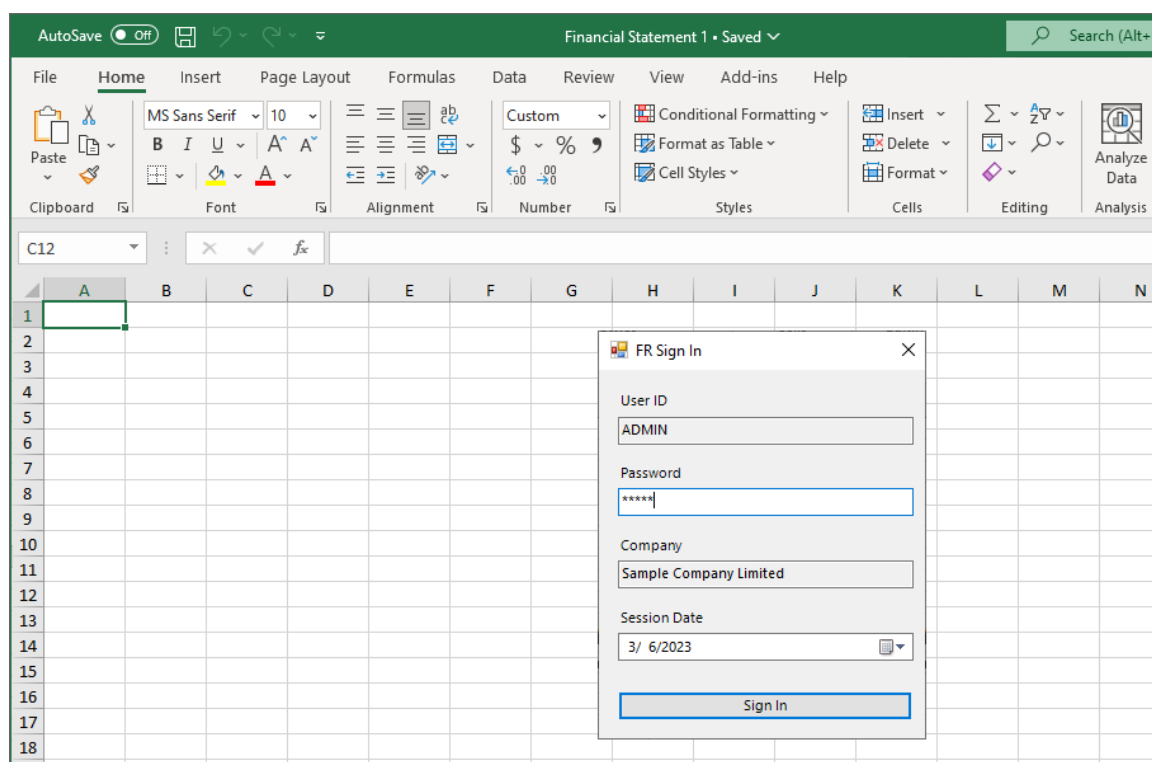
1. Make sure the statement specification is saved in Excel .xlsx format
2. Copy the statement specification to the Sage 300 SharedData's Company\FinancialReporter folder. The statement is then available in the Statement Designer screen for downloading and editing.

## Sign In when opening downloaded statement specs

When you download a statement spec onto the client from the Statement Designer web screen, it contains some connection information in it. This connection has a default timeout period, and so occasionally you will be asked to sign back in if the connection has timed out.

For example, you might create\download the statement spec and work on it for a while. Then you might open it again the next day to do some more work on it – when you open it, you will be asked to sign in again.

To sign back in: If the sign in window appears when you open a statement spec, or if you try to use one of the Financial Reporter Add-in functions, simply enter your Sage 300 user password in the sign in window that appears. Note that you cannot change the User ID or Company that you were originally using when you downloaded the statement spec.



If you are in the middle of using Financial Reporter functions such as FR Paste and you run into a timeout, you may need to select Sign-In from the FR menu to sign back in.

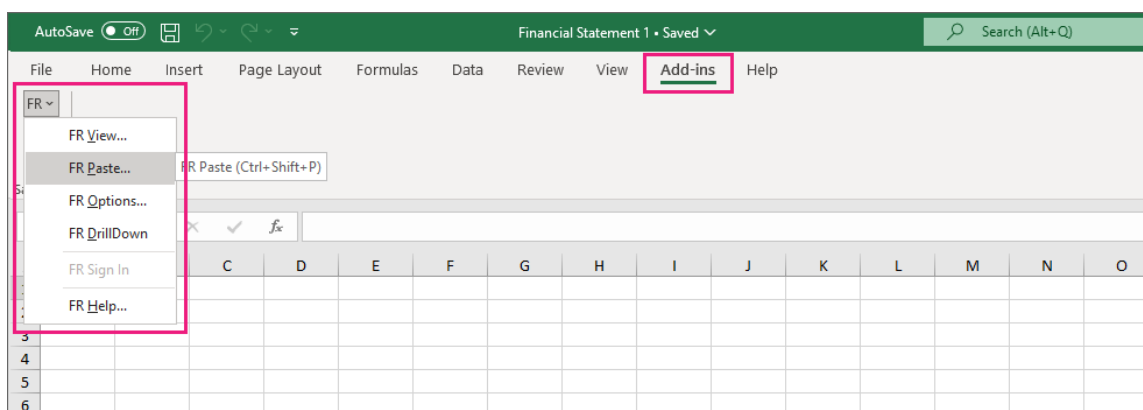
### Additional Information

For more information about using the Financial Reporter Excel Add-in to design financial statements, please see [Designing Financial Statements](#), and the [Tutorial](#) in the online Help. While the initial steps in the online Help are specific to desktop Financial Reporter, the basic steps in using the add-in functions apply to Web FR as well.

## 4. G/L Financial Reporter Add-in

The G/L Financial Reporter Add-in is an Excel add-in application that integrates with Sage 300. Installing the Sage 300 Excel Add-in makes the Financial Reporter functions such as FR Paste and FR View available in Excel statement specifications downloaded from the Statement Designer web screen. These functions can be used to design financial statements. Please refer to [Designing Financial Statements](#) in the desktop online Help for more general information on how to create statements.

Once you have downloaded/created the statement specification from the Statement Designer web screen and then opened it in Excel, the add-in functions are accessed through the FR menu in the Add-in tab on the Excel ribbon at the top of your statement specification,



Please refer to [FR Menu Commands](#) in the desktop online Help for more information on using add-in functions.

The add-in adds Financial Reporter functions to the specification which allows for data retrieval from Sage 300. Please refer to [Financial Reporter Functions](#) for more details on each function.

Differences between Financial Reporter Add-in for Web and Desktop:

### Signing in

- In Financial Reporter for the web, connection to Sage 300 on the server requires signing in using your Sage 300 credentials. This is done automatically when the specification is initially downloaded from the Statement Designer Web screen.

- The sign in expires after a set amount of time that can be configured on the server, and you will be prompted to sign in when a connection is attempted. The sign in dialog can also be accessed from the add-in menu.

## FR View

- In the FR Desktop version, FR View generates the statement output in the bottom of the spec file; but, in the FR Web version, FR View generates the statement in a new file. If there are multiple segments, they are generated in separate worksheets in the same file. For more information, see [About Generating Reports from Specifications](#) in the desktop online Help

## FR Clear

- FR Clear function is not available in Financial Reporter for the Web.

## FR Drilldown

In Financial Reporter for the web, when you generate a statement with data using FR View, you can select the Drilldown Information option to add a drilldown link to the generated statement. Any cell with data that has drilldown information in it displays a red triangle icon. Select a cell with drilldown information, right-click, and select Drilldown from the popup menu to open the drilldown.

You can also select a drilldown cell and then select the FR Drilldown option from the Add-ins > FR menu in the top ribbon of Excel.

The drilldown opens a popup window containing drilldown information. Double-clicking a row will open the corresponding G/L Journal Entry web screen for that row.

Please refer to [Sage 300 - About FR Drilldown](#) for more information on Financial Reporter Drilldowns.

### **Differences between Financial Reporter Drilldown for Web and Desktop**

Both the web and desktop Financial Reporter display a summary of drilldown information in a popup window. When you double-click a detail line in the desktop version it opens a window with summary information in it, whereas with the web version it directly opens the corresponding G/L Journal Entry web screen.

## 5. Print Financial Statements Screen

### Printing a Financial Statement

To print a financial statement in Financial Reporter, you can use either of the following methods:

1. Use the G/L Print Financial Statements web screen to specify print options and print the financial statement.
2. Download and open a financial statement specification in the Statement Designer web screen, and then use the Add-in function FR View to generate the statement.

With either method, printing generates a statement in the form of an Excel workbook. You can then print the Excel workbook using Excel's print functionality.

The following procedure describes how to use the G/L Print Financial Statements web screen. For information about using FR View to generate the statement, see the [G/L Financial Reporter Add-In](#) section in this document.

## To print a financial statement

The screenshot shows the Sage 300 G/L Print Financial Statements interface. The top navigation bar includes the Sage logo, session date (Mar 06, 2023), user role (Administrator), and company name (Sample Company Limited Head Office). The main content area is titled 'G/L Print Financial Statements' and features a search bar for 'Statement Name'. Below this are several filter sections: 'Fiscal Option' with a 'Year/Period' dropdown set to '2023 - 3'; 'Report Type' with radio buttons for 'Actual', 'Provisional', and 'Consolidated'; 'Report As' with radio buttons for 'Separate' and 'Consolidated'; and an 'Include' checkbox for 'Report Options'. There are also 'Sort By' options (Account Number, Segment, Account Group) and a 'Select Account Groups by Sort Code Range' checkbox. A table below these filters shows account groups with columns for 'Segment Name', 'From', 'To', and 'Report As'. The table contains two rows: 'Division' with 'From' 'ZZZ' and 'Report As' 'Consolidated', and 'Region' with 'From' 'ZZ' and 'Report As' 'Consolidated'. At the bottom right, there is a green 'Generate Statement' button.

Segment Name	From	To	Report As
Division		ZZZ	Consolidated
Region		ZZ	Consolidated

1. Open General Ledger > G/L Financial Reporter > Print Financial Statements.
2. Click the finder beside the Statement Name field to select a financial statement to print. Statements available for printing are found in the Sage 300 server's SharedData\Company\FinancialReporter folder. Statements can be put into this folder in one of two ways:
  - o If the statement is a Sage 300 sample statement specification or is a Sage 300 statement specification that was created in an earlier version of Sage 300 Financial Reporter, have your system administrator copy them into the folder directly (after making sure they are saved in .xlsx format)

- If you created or edited the statement using the Statement Designer web screen to download and then edit in Excel: then when you upload (Save) the Excel statement file from this screen it automatically uploads the statement to this folder.

For a list of sample financial statements included with Sage 300, see [Sample Financial Statements](#). For more information on copying sample statements to be available in Print Financial Statements and the Statement Designer, please see the [Using Sage 300 sample statement specifications](#) section in this document.

For more information on how to create/download, then edit, and then upload a statement specification back to the server, see the Statement Designer Screen section in this document.

3. Under Fiscal Option, specify the year and period for which to create the statement.
4. Under Report Type, specify whether to include actual or provisional amounts in the report.
5. Under Report As, specify whether to print a single, consolidated report, or to print separate reports for different account number segments.

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*Notes:*

*The Separate option is available only after you select Segment in the Sort By area of the screen, and then enter the range of segments. (This option is not available if you select the Account segment.).*

*For printing financial statements in the web, the Separate option will generate a single Excel file with separate tabs.*

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6. Under Include, select the Report Options, as necessary.
7. Under Sort By, specify the order in which to sort records in the printed financial statement.
8. Specify account groups or sort code groups to include.
9. In the table, specify optional ranges of segments. If you selected Separate under Report As in step 5, you can double-click the Report As column to select Separate or Consolidated.
10. Click the **Generate Statement** button. A statement in the form of an Excel workbook file will be downloaded to your machine. You can then open the workbook and print the statement using the Excel printing functions.