EVENT 1
SOFTWARE

Introduction to Liberty Reports

Contents

Introduction

About Liberty Reports

Liberty Reports represents the next generation of integrated Excel-based reporting technology offered by Event 1 Software. Connectivity for each software application supported by Liberty Reports is custom tailored to create a very positive and intuitive experience as you utilize Microsoft Excel as a reporting tool for your business data. Use it for business intelligence, management reports, exception reports, auditing, and much more.

About this Document

These materials are designed to demonstrate the capabilities of Liberty Reports by focusing on a broad application of the software, instead of an exhaustive approach to each specific feature.

The class itself is dedicated to covering the overall design concepts behind each Excel solution while introducing alternatives that may be available. The trainer also explains new concepts introduced in the materials, providing preparation for other classes. Your feedback and questions greatly influence the concepts covered, providing a unique and individualized experience to each class.

How to use these Materials

This class was designed using Microsoft Excel 2013. For a list of supported versions of Excel please see https://www.event1software.com/services/supported-platforms/#LibertyReports. There will be some differences in the procedure to get to certain Excel screens or features.

These materials use various formatting and content options to help you complete these tasks more effectively:

- ❑ ← Each task is marked with a square box that can be checked once the task has been completed. This will allow you to quickly find your place if interrupted.

All cell references are formatted with a square box. For example, cell A1 is formatted simply as A1.

In addition to the tasks outlined in each exercise, you will also find various sidebars that interject information to help clarify the task you are completing. Here are the sidebars you can expect to find within these materials:

Advanced Option

Advanced Options
This sidebar indicates that an additional option using advanced Liberty Reports, Excel or general database features is available. These Advanced Options are detailed in the Advanced Options section at the end of the materials, but are not covered within standard training. Ask your facilitator for more information on how to implement these Advanced Options.

Note

Notes
This sidebar provides additional information about the task you are completing.

|	
Question	**Questions** This sidebar offers a commonly asked question while completing the task you are on.
Talking Point	**Talking Points** This sidebar outlines a topic that will be covered by the facilitator after the example has been completed.
Tip	**Tips** This sidebar provides tips and tricks on how to complete the current task easier.

Using Liberty Reports

These materials were designed for use with the Sage 100 Contractor Sample Data. This sample database can be found on your Sage 100 Contractor installation CD. For more information on locating and installing these sample databases, please contact your Sage 100 Contractor Reseller.

Using the Sage 100 Contractor sample databases offers a similar environment for you to compare your results with the results identified in this class. It also allows you to take advantage of the pre-designed example solutions as a valuable resource. Because of its small dataset, the sample data also provides effective use of your time as functions and queries will potentially refresh significantly faster.
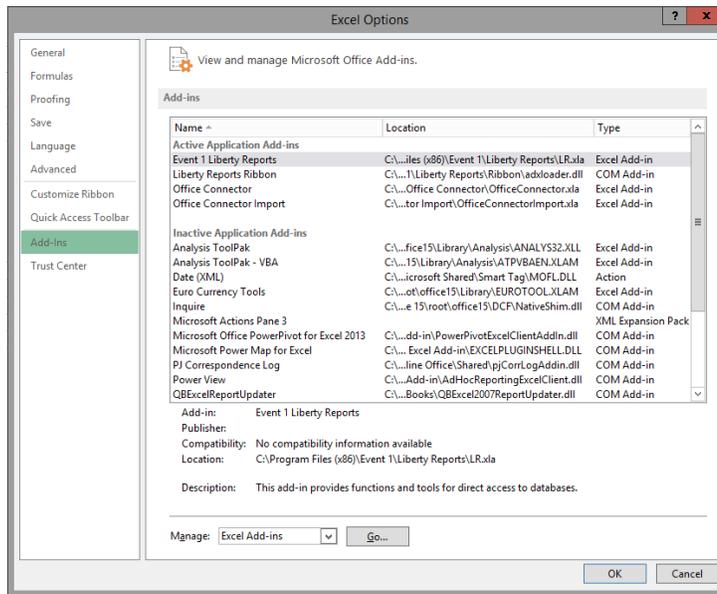
The Liberty Reports Ribbon

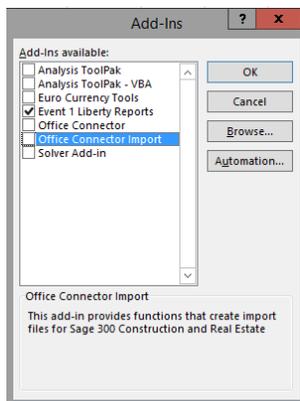The Liberty Reports Ribbon is located on the **Liberty Reports** tab in Microsoft Excel 2013.
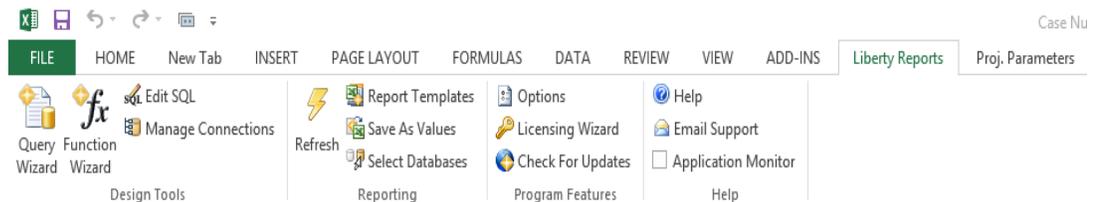
If the Liberty Reports Ribbon is not visible, follow these steps:

❑ Click the **FILE** **Icon** at the top left corner of the Excel 2013 window and click **Excel Options** on the left side of the menu that opens.

❑ On the left side of the **Excel Options** window, click **Add-Ins**.

❑ Near the bottom of the window, to the right of **Manage:** ensure that *Excel Add-ins* is selected and click **Go**.

❑ Click the check box next to *Event 1 Liberty Reports* and click **Ok**.

Notes
If the Liberty Reports Ribbon is still not visible please contact technical support at (360) 567-3752 for additional assistance.

Note

❑ Click the **Liberty Reports** tab on the Excel ribbon.

Liberty Reports Ribbon Icons

| Icon	Name	Description
Report Templates	Report Templates	Launches Liberty Reports Desktop allowing you to access the available set of report templates.
Refresh	Refresh	Refreshes all Liberty Reports queries and worksheet functions in the current workbook. If a connection to your database has not already been established, this may result in a prompt enter your login credentials.
Save As Values	Save As Values	Saves a new copy of the current workbook where Liberty Reports query results and worksheet functions have been converted to static values. This produces a version of the workbook that can be opened by any user of Excel without the need to have Liberty Reports installed or the need to have access to your database(s). If the current workbook has not yet been saved, you will be prompted to save it first. After the values copy has been saved it will become the current workbook and the original will be closed.
Query Wizard	Query Wizard	With a designer license, this button displays the **Query Wizard** window which guides you through the steps of creating a query that returns rows of data with one or more columns. Once inserted, a query can be refreshed to display current information. Doing so may cause the range of cells on the worksheet to expand (with new rows inserted) or shrink (deleting rows). A query is often the primary building block of a report design.
Function Wizard	Function Wizard	With a designer license, this button displays the **Function Wizard** window which guides you through the steps of adding Liberty Reports functions to your worksheet. Liberty Reports functions are capable of querying specific values or aggregate values from your database so that they can be displayed in the desired location on your worksheet. These functions are often a primary building block of a report design by providing useful information in the header of the report or in the body of the report adjacent to a query.
Edit SQL	Edit SQL	If the current cell is within the range of data returned by a query, this button displays the **Edit SQL Text** window allowing you to view or modify the SQL statement associated with the query. If the current cell is not within the range of data returned by a query, this button displays the **Select QueryTable** window allowing you to identify which query's SQL statement you wish to edit in the **Edit SQL Text** window.
Manage Connections	Manage Connections	Displays the **Manage Databases and Connections** window allowing you to manage the list of available databases and connection names.
Select Databases	Select Databases	Allows you to switch the database(s) associated with the connection(s) being used by your report.
Options	Options	Displays the Program Options window where you can access settings and information pertaining to software updates, licensing, technical support, the current workbook, and other options.
Licensing Wizard	Licensing Wizard	Displays the Licensing wizard that allows you to complete the steps necessary to update your Liberty Reports license(s).or update your yearly maintenance renewal.
Help	Help	The **Online Help** icon launches your default Internet browser and directs it to the Event 1 Software support page for Liberty Reports.

| Email Support	Email Support	Opens the Send Technical Support Email window allowing you to send an email containing diagnostic information to Event 1 Software's technical support team.
Application Monitor	Application Monitor	The **Application Monitor**, when checked, will display the Log Monitor tool that is helpful in diagnosing issues with report design.

Connecting to a Database

Liberty Reports uses pre-defined connections to access databases. Each database that you work with will be identified by a Connection and each connection has a name that you assign to it. If you do not have any connections set up in Liberty Reports to connect to your database, you will need to set them up before retrieving data.

Adding a Database to Those Available to Liberty Reports.

❑ Launch Excel.

❑ Click 🗄 **Manage Connections** on the Liberty Reports Ribbon.

❑ Click on the **Databases** tab.
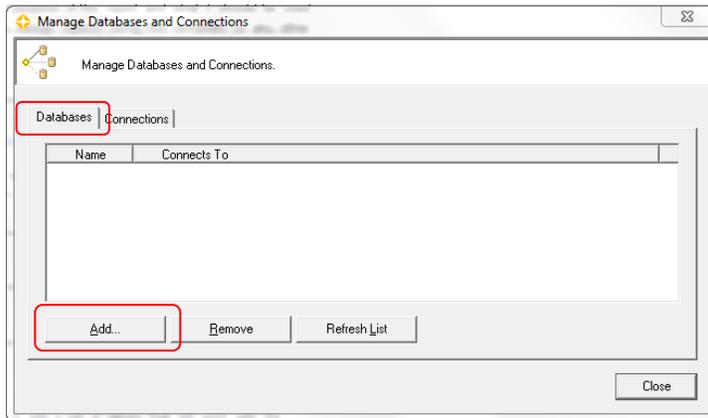
❑ Click on the **Add…** button.

❑ Click on the drop down arrow and select your Database Type.
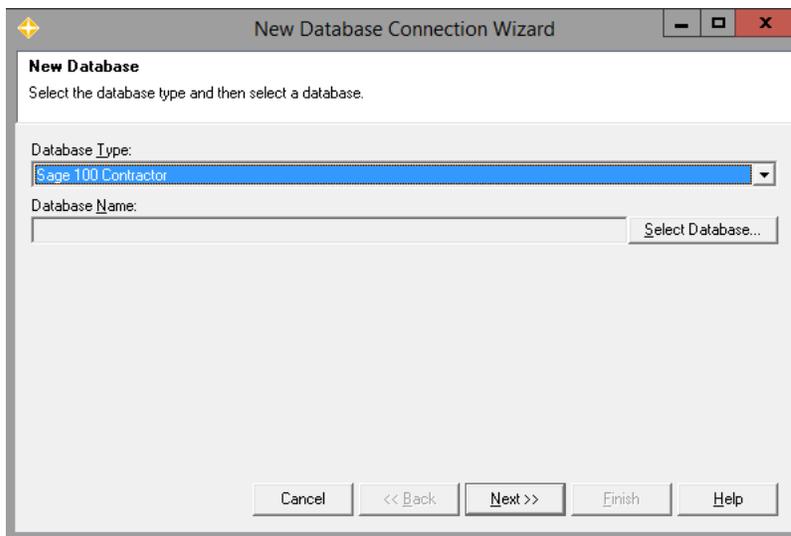
❑ Click the **Select Database…** button.

	Notes
Note	The database type selected will determine the wizard used to select the database.

❑ Click **Finish**.

❑ The database now shows in the list of databases available to Liberty Reports.

Creating a Connection to a Database

Once a database has been made available to Liberty Reports it is a good idea to create a connection to that database for reports created with Liberty Reports to use as a means of accessing the database.

❑ If the Manage Connections window is not open, click 📇 **Manage Connections** on the Liberty Reports Ribbon.

❑ Click on **Connections** tab.

❑ Click on the **Add** icon.
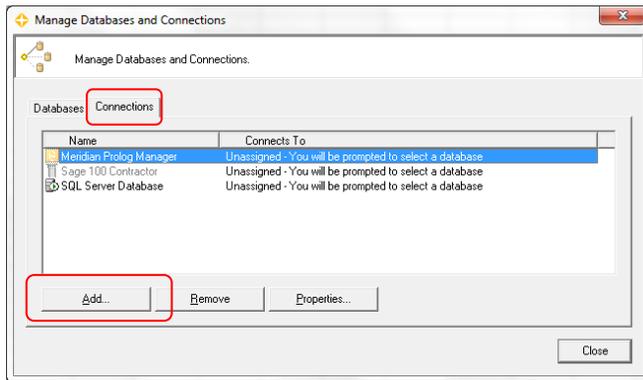
❑ The Create New Connection to Database window will appear.
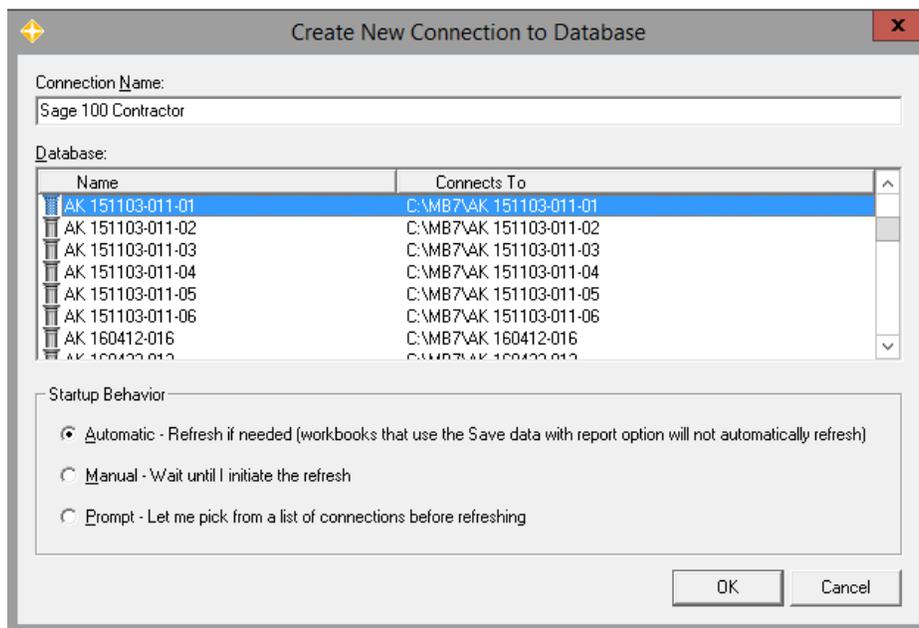
❑ Give the connection a meaningful name.

❑ Select the desired database to connect to.

❑ Choose the appropriate Startup Behavior for this connection. By default, Automatic will be selected. If you want the database to refresh only when initiated by the user, select Manual. To see a list of available connections before refreshing, select Prompt.

❑ Click **OK**.

Anatomy of a Standard Report (Review)

There are a variety of ways to organize and report information in Excel using Liberty Reports. This illustration depicts one of the more common approaches to reporting and identifies the four primary parts that make up the design.

❶	**Report Header** Cells A1 – R7	Combination of static information as well as Liberty Reports functions that identify the current database name, company name and other context information about the nature of the data.
❷	**Driving Query** Cells A8 – L23	A query that was inserted using the Liberty Reports Query Wizard. This drives the number of rows in the worksheet and determines what each row represents. The base query does not need to include all of the needed values since those can be included using adjacent formulas. In the above example, the base query consists of a simple list of open jobs and includes only the job number and description.
❸	**Adjacent Columns** Cells M80 – R23	The adjacent columns are those that have been added or inserted to the right of the first column, which are not separated from the base query by blank columns or columns that contain static information. These adjacent columns can contain Liberty Reports functions that retrieve values from the database including summarized data from other tables. The adjacent columns may also consist of ordinary Excel formulas.
❹	**Report Footer** Cells D25 – R25	This would be information at the bottom that provides totals or other summary information.

Concept of Adjacent Functions (Review)

In order for a formula that is next to a query to automatically copy down to new rows, the cell immediately to its left must either be a column in the query or another formula column that also meets this rule.

In the following example, the formulas in columns C, E, F, and G will automatically copy down to any new rows inserted by the query because when we look at the column to the left of each, this rule is satisfied.

In this example, the formulas in columns C and E satisfy the rule. When we look at the columns to the left of columns G and H, the rule is NOT satisfied. Therefore, the formulas in columns G and H will NOT automatically copy down to new rows that are inserted by the query. So long as column F is either blank or contains a literal value (not a formula), the rule is not satisfied.

Transaction Inquiry Example

This will give an introduction to Liberty Reports and the ease with which data can be queried from the Sage 100 Contractor sample data. In this example we will:
- Query GL Transactions.
- Apply conditions to the query.
- Insert a function in the middle of the query.
- Change the query criteria after the report has been created.
-

Step 1 – Set up Criteria

❑ Launch Excel.

❑ Select cell B2 and type Start Date.

❑ Select cell C2 and type 5/1/2011.

❑ Name cell C2 using the Name Box. The Name Box is located in the upper left corner of the worksheet. Click in the Name Box and type StartDate.
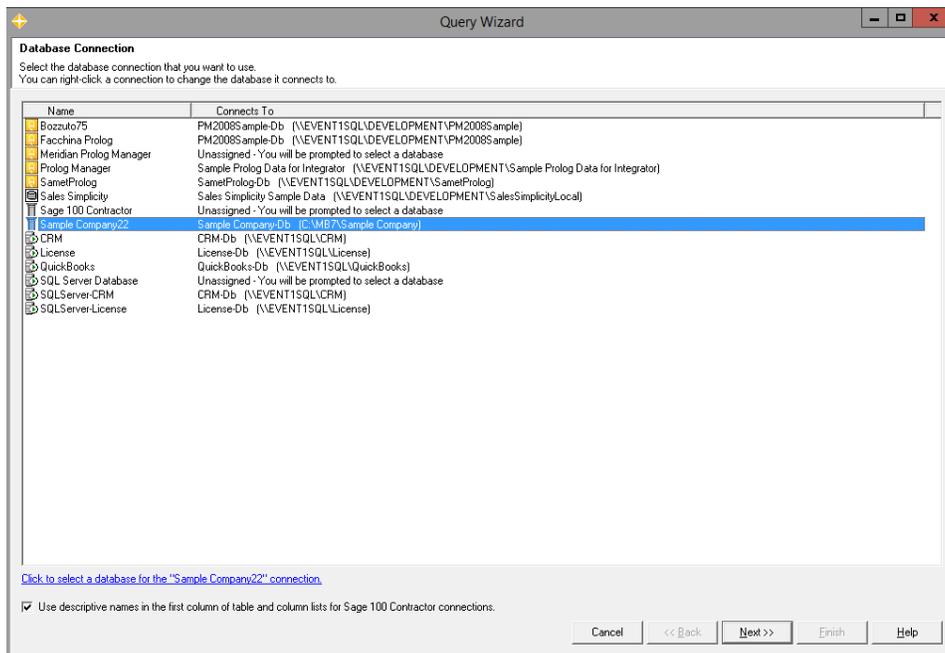

❑ Select cell B3 and type End Date.

❑ Select cell C3 and type 5/31/2011.

❑ Name cell C3 using the Name Box. The Name Box is located in the upper left corner of the worksheet. Click in the Name Box and type EndDate.

Step 2 – Insert the Query
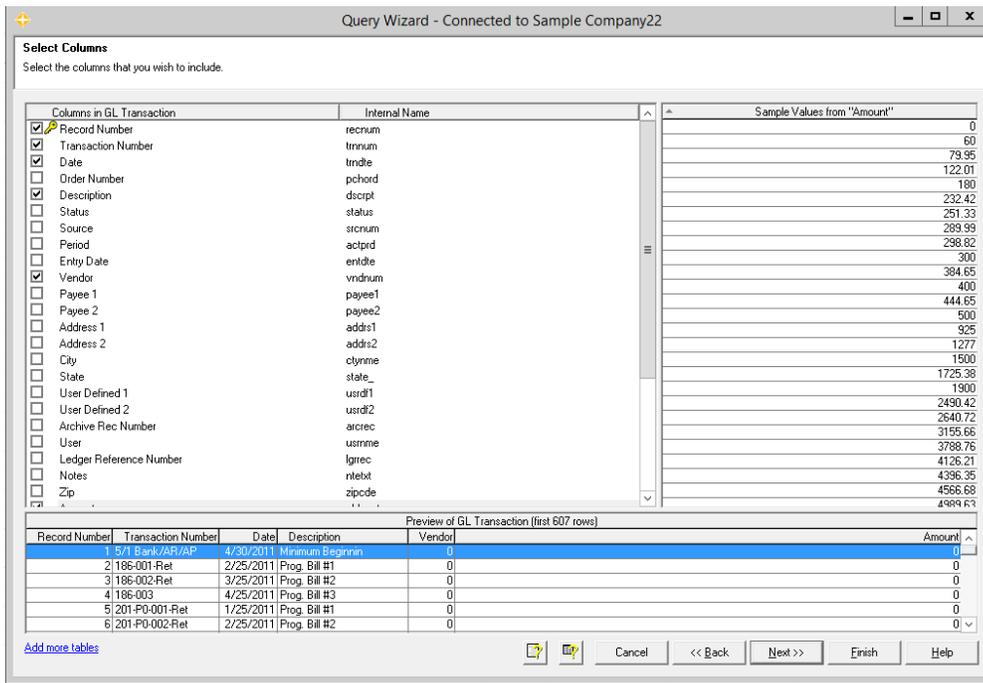
❑ Select cell B5.

❑ Click Query Wizard icon on the Liberty Reports Ribbon.

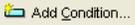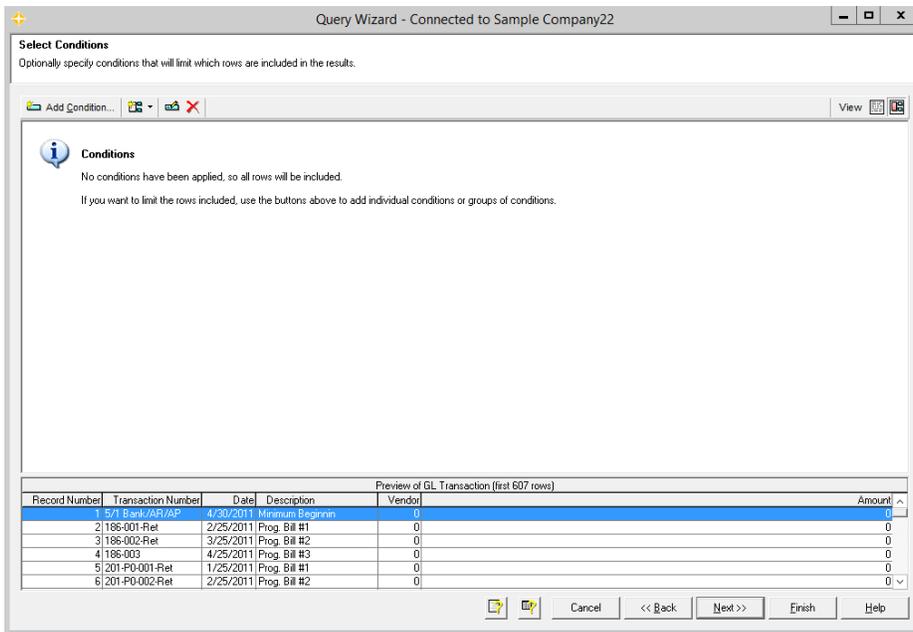❑ Select a Connection to the Sample Company database.

❑ Click **Next**.

❑ On the next screen select **GL Transaction.**
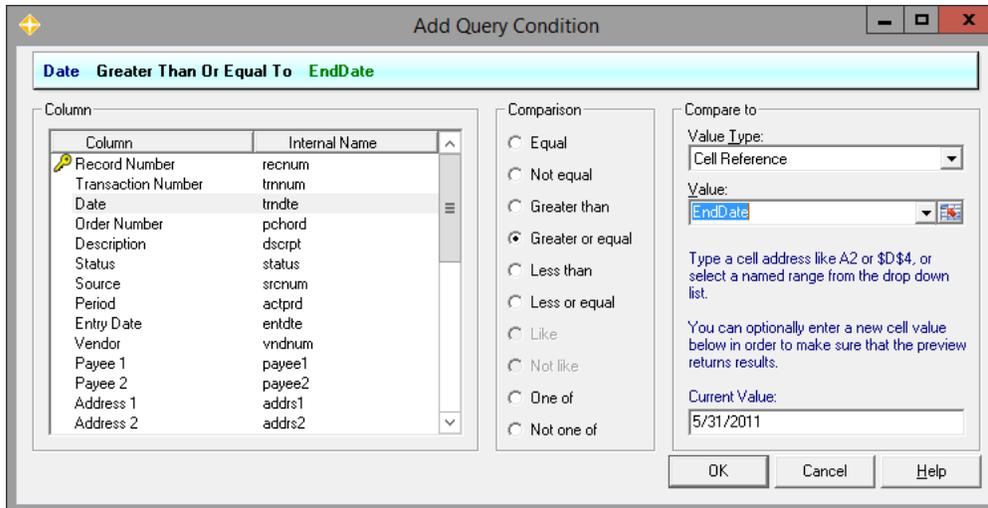
❑ Click **Next**.
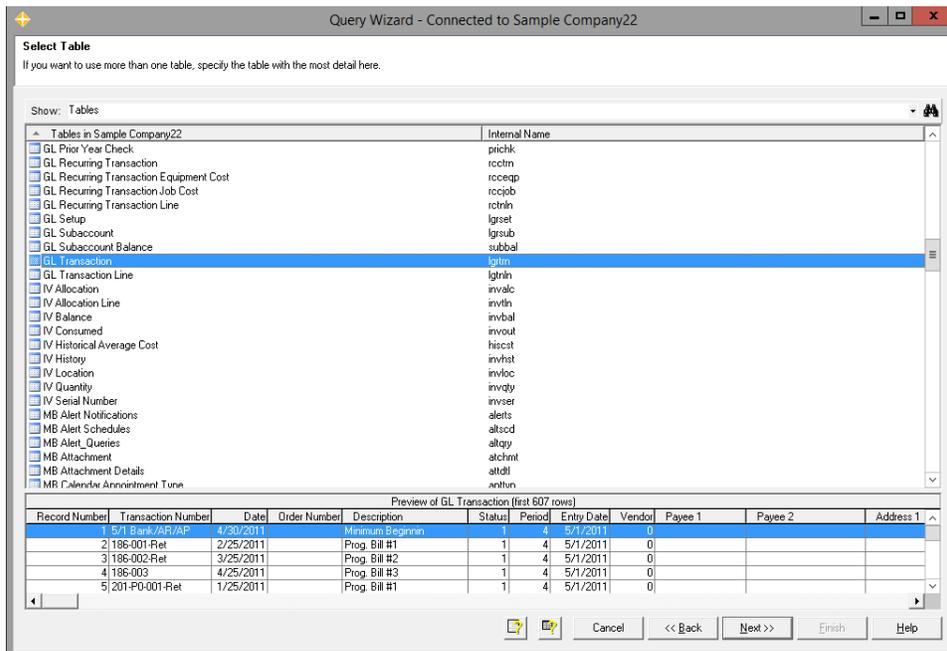
❑ In the next window select *Record Number*, *Transaction Number*, *Date*, *Description*, *Vendor*, and *Amount*.

□ Click **Next**.

□ Click [Add Condition...] **Add Condition** on the **Select Conditions** screen.

❑ Select *Date* in the **Column** section, *Greater or equal* in the **Comparison** section and *Cell Reference* in the **Compare to Value Type** drop-down box.

❑ For the **Value** entry in the **Compare to** section, click ⊞ **Select Cell Reference**.

❑ With the Select **Cell Reference** box showing, click on cell C2 and click **OK**.

Advanced Options

Advanced Option

By clicking the down arrow ⊡⊞ in the Value box you can select `StartDate` we named cell C2 in Step 1.

❑ Click **OK**.

❑ Click 🗁 Add Condition... **Add Condition** again.

❑ Select *Date* in the **Column** section, *Less or equal* in the **Comparison** section and *Cell Reference* in the **Compare to Value Type** drop-down box.

❑ For the **Value** entry in the **Compare to** section, click ⊞ **Select Cell Reference**.

❑ With the Select **Cell Reference** box showing, click on cell C3 and click **OK**.

❑ Click **OK**.

❑ Click 🗁 Add Condition... **Add Condition** a third time.

❑ Select *Vendor* in the **Column** section, *Not equal* in the **Comparison** section and *Literal Value* in the **Compare to Value Type** drop-down box.

❑ Leave zero in the **Value** entry in the **Compare to** section and click **OK**.

❑ Your Query Wizard should now look similar to this:

❑ Click **Finish** to insert the query into your worksheet.

❑ The worksheet should look something like this:

This query contains all GL Transaction records from May 1, 2011 to May 31, 2011 where the vendor is not equal to zero.

Step 3 – Insert a Formula

Now that we have a vendor number, we can look up the name of the vendor for each transaction.

❑ Insert a column to the left of column **G**.

❑ Select cell **G5** and type `Vendor Name`. (Resize the column if necessary)

❑ Select cell **G6**.

❑ Click ƒx **Function Wizard** icon on the Liberty Reports Ribbon.

❑ The **Function Wizard** window will appear.
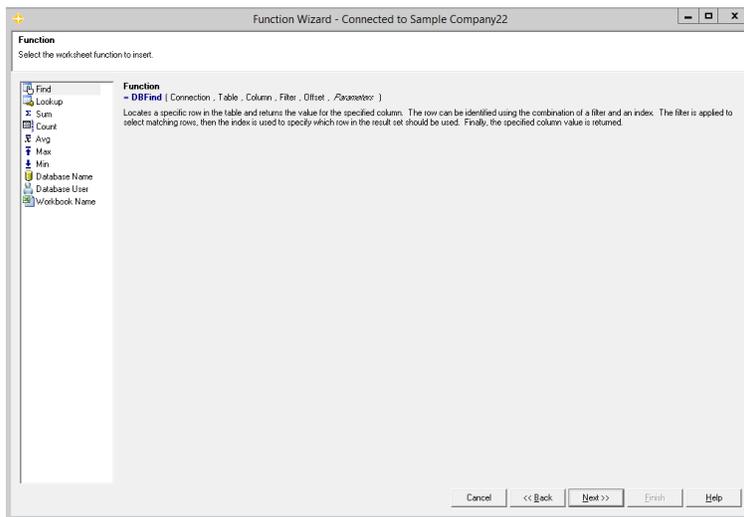
- ❑ Select *Lookup* and click **Next**.

- ❑ On the next screen select the *AP Vendor* table and click **Next**. (You can begin typing the table name to navigate to it quickly in the list)
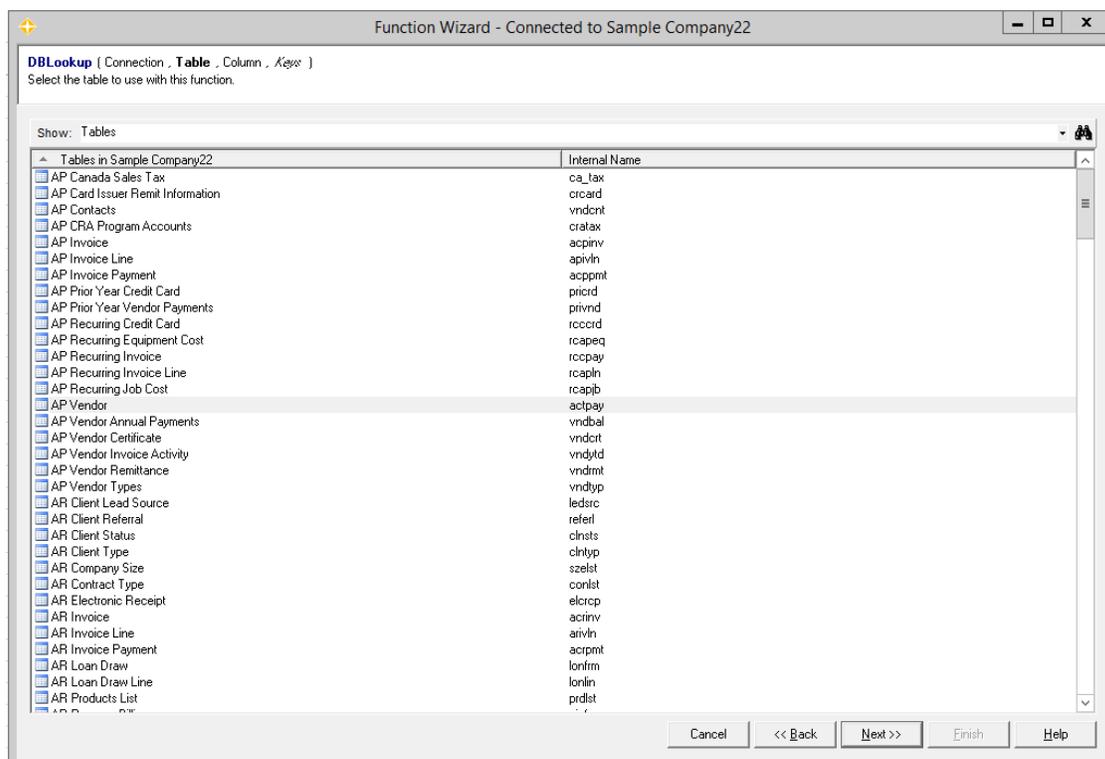
- ❑ Check *Vendor Name* in the list.

- ❑ The following screen displays all of the columns available in the chosen table.
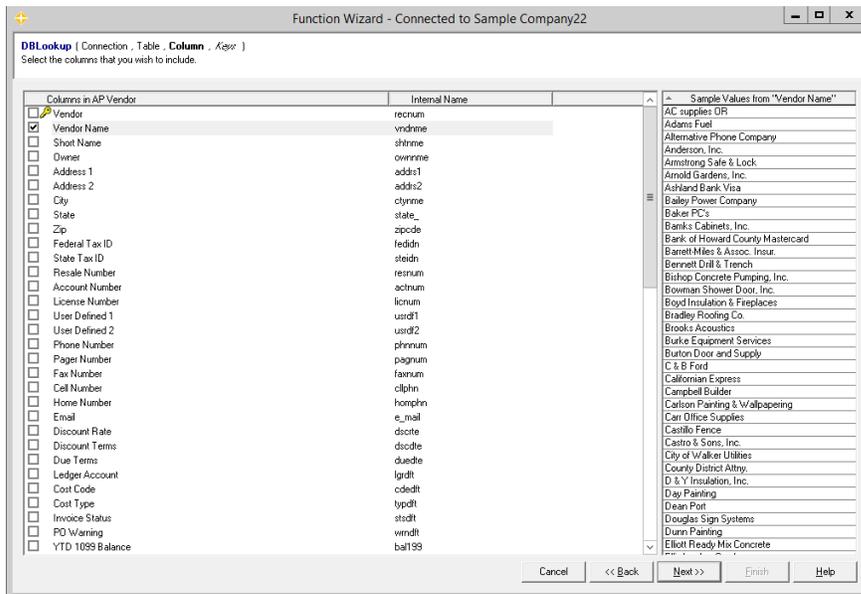
❑ Click **Next**.

❑ The Function wizard needs to know which Vendor Name to display. We'll do this by assigning a cell reference where the Vendor Number will be. Click ▣ **Select Cell Reference**.

❑ With the **Select Cell Reference** box showing, click on cell F6 and click **OK**.

❑ The Function Wizard will now look like this:
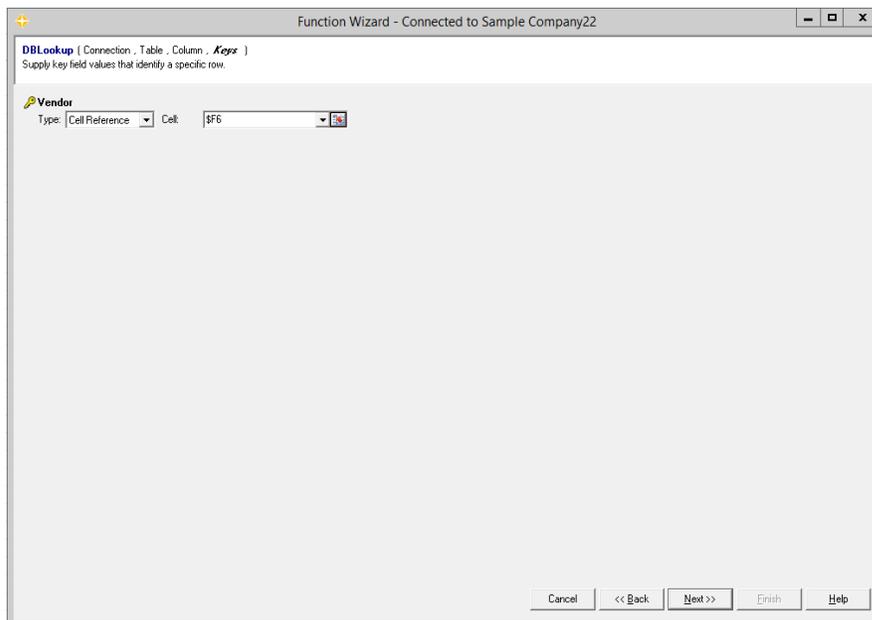
❑ Click **Next**.

❑ The last screen of the Function Wizard determines how your function is laid out. Click the **Top to Bottom** radio icon and uncheck the **Include Column Captions** option.
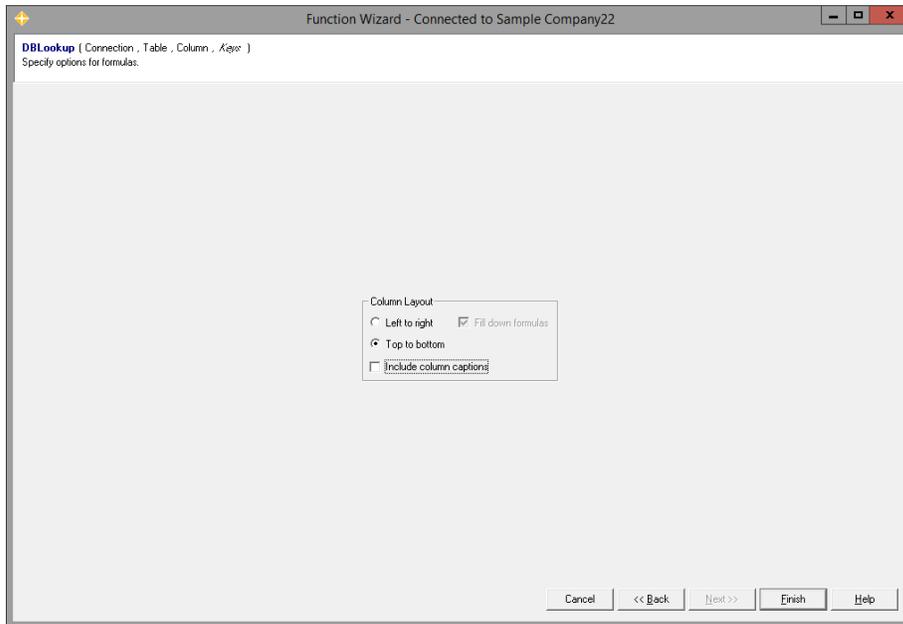
❑ Click **Finish** to insert the function into the active cell.

❑ The worksheet should look something like this:

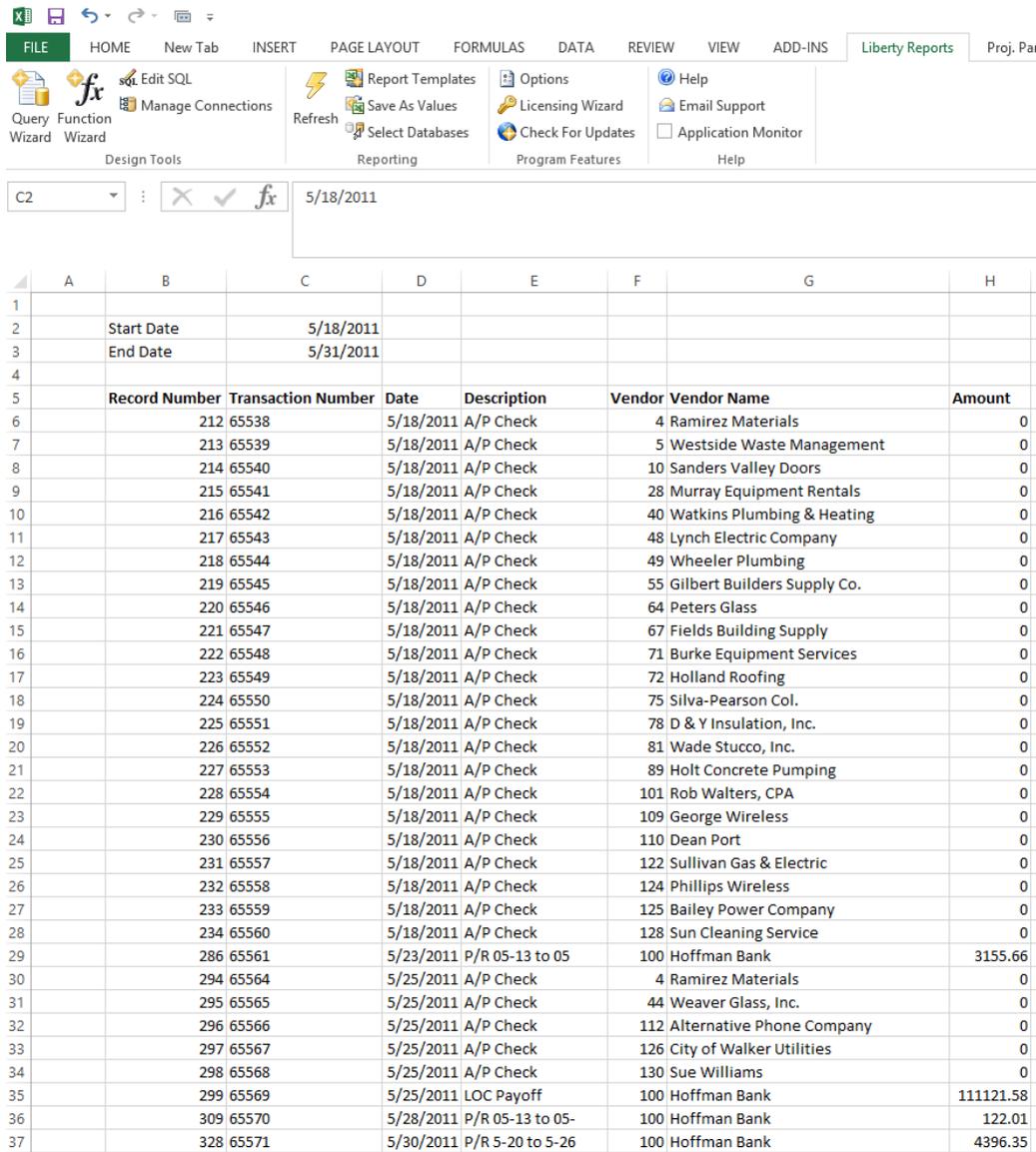|	A	B	C	D	E	F	G	H
1								
2		Start Date	5/1/2011					
3		End Date	5/31/2011					
4								
5		Record Number	Transaction Number	Date	Description	Vendor	Vendor Name	Amount
6		82	65507	5/1/2011	XXXX Main St	102	Herra Properties	0
7		91	65508	5/4/2011	A/P Check	4	Ramirez Materials	0
8		92	65509	5/4/2011	A/P Check	5	Westside Waste Management	0
9		93	65510	5/4/2011	A/P Check	20	Ellis Lumber Co., Inc.	0
10		94	65511	5/4/2011	A/P Check	48	Lynch Electric Company	0
11		95	65512	5/4/2011	A/P Check	51	Bishop Concrete Pumping, Inc.	0
12		96	65513	5/4/2011	A/P Check	52	Garza Concrete Supply, Inc.	0
13		97	65514	5/4/2011	A/P Check	67	Fields Building Supply	0
14		98	65515	5/4/2011	A/P Check	78	D & Y Insulation, Inc.	0
15		99	65516	5/4/2011	A/P Check	90	Medina Crane Service, Inc.	0
16		100	65517	5/4/2011	A/P Check	112	Alternative Phone Company	0
17		101	65518	5/4/2011	A/P Check	122	Sullivan Gas & Electric	0
18		102	65519	5/4/2011	A/P Check	126	City of Walker Utilities	0
19		124	65520	5/7/2011	Loan #01-711043	100	Hoffman Bank	289.99
20		126	65521	5/7/2011	Loan #98-826531	100	Hoffman Bank	251.33
21		127	65522	5/7/2011	Loan #99-112155	100	Hoffman Bank	444.65
22		168	65524	5/9/2011	P/R 4-29 to 5-5	100	Hoffman Bank	2640.72
23		178	65526	5/9/2011	April Work Comp A	107	Barrett-Miles & Assoc. Insur.	2490.42
24		179	65527	5/9/2011	G/I Payment	107	Barrett-Miles & Assoc. Insur.	1277
25		180	65528	5/9/2011	Dave Hall, SSN 0	129	County District Attny.	400
26		181	65529	5/9/2011	Steve Anderson,	129	County District Attny.	180
27		182	65530	5/14/2011	8369-0383	100	Hoffman Bank	298.82
28		183	65531	5/14/2011	86552-0264	100	Hoffman Bank	232.42
29		186	65533	5/14/2011	Drill	76	Jennings Tools	79.95
30		188	65534	5/16/2011	P/R 05-06 to 05	100	Hoffman Bank	5602.02
31		212	65538	5/18/2011	A/P Check	4	Ramirez Materials	0
32		213	65539	5/18/2011	A/P Check	5	Westside Waste Management	0
33		214	65540	5/18/2011	A/P Check	10	Sanders Valley Doors	0

❑ If the Vendor Name does not populate in cell G6, click the ⚡ Refresh icon on the ribbon.

❑ Double-click the Excel fill handle in the bottom right corner of cell G6 to copy the function down. (Resize the column again if necessary)

Step 4 – Change the Search Criteria

Now, by simply changing the values in cells C2 and C3 and refreshing the query, you can look at different data from your database.

❑ Select cell C2 and enter `5/18/2011`.

❑ Select cell C3 and enter `5/18/2011`.

❑ Click ⚡ **Refresh** icon on the Liberty Reports ribbon.

❑ Now you see transactions from only May 18, 2011.

	A	B	C	D	E	F	G	H
1								
2		Start Date	5/18/2011					
3		End Date	5/31/2011					
4								
5		Record Number	Transaction Number	Date	Description	Vendor	Vendor Name	Amount
6		212	65538	5/18/2011	A/P Check	4	Ramirez Materials	0
7		213	65539	5/18/2011	A/P Check	5	Westside Waste Management	0
8		214	65540	5/18/2011	A/P Check	10	Sanders Valley Doors	0
9		215	65541	5/18/2011	A/P Check	28	Murray Equipment Rentals	0
10		216	65542	5/18/2011	A/P Check	40	Watkins Plumbing & Heating	0
11		217	65543	5/18/2011	A/P Check	48	Lynch Electric Company	0
12		218	65544	5/18/2011	A/P Check	49	Wheeler Plumbing	0
13		219	65545	5/18/2011	A/P Check	55	Gilbert Builders Supply Co.	0
14		220	65546	5/18/2011	A/P Check	64	Peters Glass	0
15		221	65547	5/18/2011	A/P Check	67	Fields Building Supply	0
16		222	65548	5/18/2011	A/P Check	71	Burke Equipment Services	0
17		223	65549	5/18/2011	A/P Check	72	Holland Roofing	0
18		224	65550	5/18/2011	A/P Check	75	Silva-Pearson Col.	0
19		225	65551	5/18/2011	A/P Check	78	D & Y Insulation, Inc.	0
20		226	65552	5/18/2011	A/P Check	81	Wade Stucco, Inc.	0
21		227	65553	5/18/2011	A/P Check	89	Holt Concrete Pumping	0
22		228	65554	5/18/2011	A/P Check	101	Rob Walters, CPA	0
23		229	65555	5/18/2011	A/P Check	109	George Wireless	0
24		230	65556	5/18/2011	A/P Check	110	Dean Port	0
25		231	65557	5/18/2011	A/P Check	122	Sullivan Gas & Electric	0
26		232	65558	5/18/2011	A/P Check	124	Phillips Wireless	0
27		233	65559	5/18/2011	A/P Check	125	Bailey Power Company	0
28		234	65560	5/18/2011	A/P Check	128	Sun Cleaning Service	0
29		286	65561	5/23/2011	P/R 05-13 to 05	100	Hoffman Bank	3155.66
30		294	65564	5/25/2011	A/P Check	4	Ramirez Materials	0
31		295	65565	5/25/2011	A/P Check	44	Weaver Glass, Inc.	0
32		296	65566	5/25/2011	A/P Check	112	Alternative Phone Company	0
33		297	65567	5/25/2011	A/P Check	126	City of Walker Utilities	0
34		298	65568	5/25/2011	A/P Check	130	Sue Williams	0
35		299	65569	5/25/2011	LOC Payoff	100	Hoffman Bank	111121.58
36		309	65570	5/28/2011	P/R 05-13 to 05-	100	Hoffman Bank	122.01
37		328	65571	5/30/2011	P/R 5-20 to 5-26	100	Hoffman Bank	4396.35

Summary

This example has shown the ease with which information can be brought from your database to Excel using Liberty Reports. With the use of Liberty Reports, you will be able to use the features of Microsoft Excel as a powerful and intuitive reporting solution quickly and easily. Through the use of wizards, you are guided step-by-step through the process of selecting the data you want to see and limiting the amount of data returned. Once the data is in Excel, it can be manipulated any way you like.

Getting Help

There are several ways to access Help features with Liberty Reports.

1. When you click Liberty Reports – Online Help on the Liberty Reports Ribbon, your default web browser is directed to the Liberty Reports Knowledge Base page.
2. Subscribe to our YouTube channel at: www.youtube.com/event1software. There are short informational videos about using the Liberty Reports functions and creating reports. You will be notified when new content is added.
3. For assistance with technical issues, email our support team at support@event1software.com or call 360-567-3752.
4. For assistance with report designs contact our Professional Services team at professional.services@event1software.com.