



**"Sage 50cloud Accounts
Excel Reporting Add-in"**



Download & Install Guide

Version 5 © 2020

Disclaimer

The Analyser™ – Sage 50cloud Accounts Excel Reporting Add-in

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Sole United Kingdom and international Distributor and owner:

ANALYSER ACCOUNTING LTD
Clover House , John Wilson Business Park
Whitstable
Kent
CT5 3QZ

Tel: 01227 638500
Email: support@analyseraccounting.com
Web: www.analyseraccounting.com

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Licence

The software known as THE ANALYSER is licenced on an annual basis, the price is set according to the number of computers and Sage companies requiring connection.

System Specifications

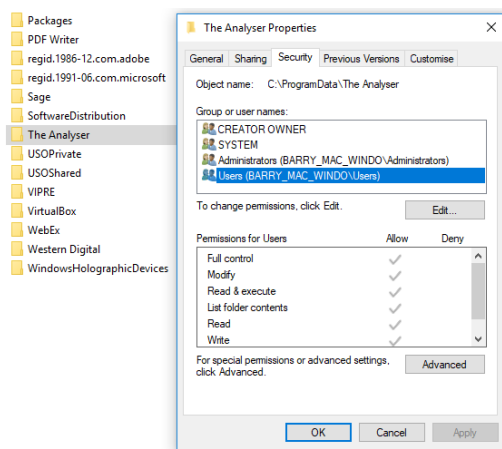
You will need to ensure that you have installed Microsoft Excel 32bit or 64bit on your system before attempting to install or use The Analyser, ensuring you download the appropriate version of the Analyser to match your version of Microsoft Excel. Please make sure that you only have **one version** of Excel installed per machine to allow The Analyser to function correctly and avoid any software conflicts. Microsoft .NET updates may also need to be installed.

Recommended Hardware Specification

As per specifications of Sage 50cloud Accounts. Please remember that the vast number of calculations that Excel will be making the speed of the calculation is dependent on the specification of the machine. SSD Hard drive and 8GB RAM plus will substantially improve performance

Access rights to your computer

You will need to ensure that you have administrator access rights to your computer to complete the installation. Full user security rights will also need to be granted the following folder -
C:\ProgramData\The Analyser



Sage Data path

You will need to ensure that you have access to your Sage data path; this can be found from within Sage – Help and about. Please note if your Sage data path is located on a server then the network speed and other network traffic will have an impact on the Cache and Recalculate times.

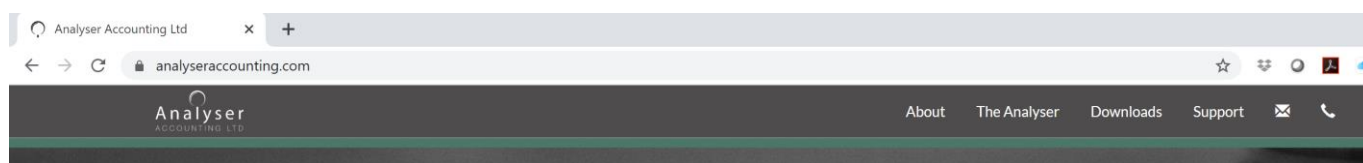
Sage Application

If sage is not installed on the same computer as The Analyser then you will need to download the appropriate ODBC 32bit or 64bit driers from the sage website.

Excel Macros

The Analyser is a Macro based Add-in and therefore Macros will need to be enabled on the computer.

Downloading The Analyser - www.analyseraccounting.com

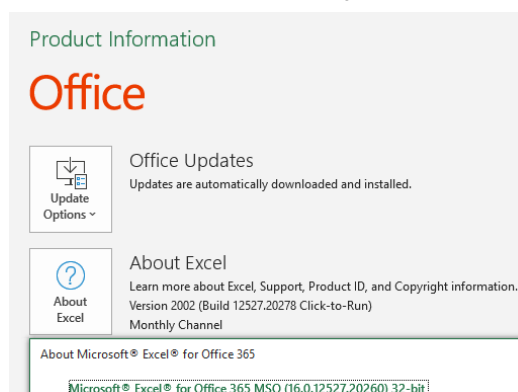


Downloading the correct version of The Analyser

Before downloading The Analyser, please check which version of Microsoft Excel you have installed on your computer, either 32bit or 64bit.

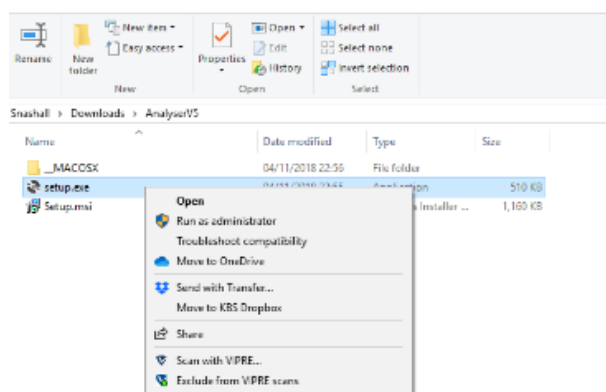
Within Excel go to File – Account – About

Once ascertained choose the appropriate version of The Analyser from the downloads section.



Once downloaded you will need to extract the zip file into a folder on your computer.

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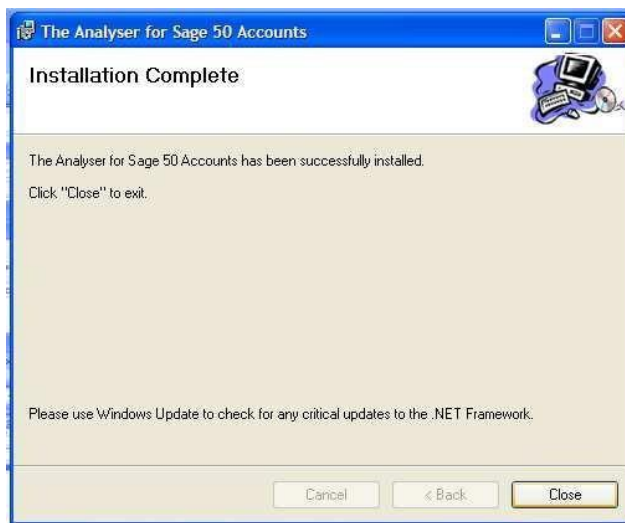
You will need to run the Setup.exe file as administrator, please ensure you have sufficient rights or contact your IT partner to assist with the install.

Installing The Analyser

Open the download and select the **setup** file with right hand button of the mouse and choose run as administrator, the install wizard will commence.



Accept the default location and ensure the checkbox for **"Everyone"** is selected and then continue with the installation.



Close the **Wizard** to complete.

The Analyser – “Permissions”

Once The Analyser has been installed you will need to ensure that the “Users” access rights have been set correctly.

There are two folders, with subfolders, which are created during the installation.

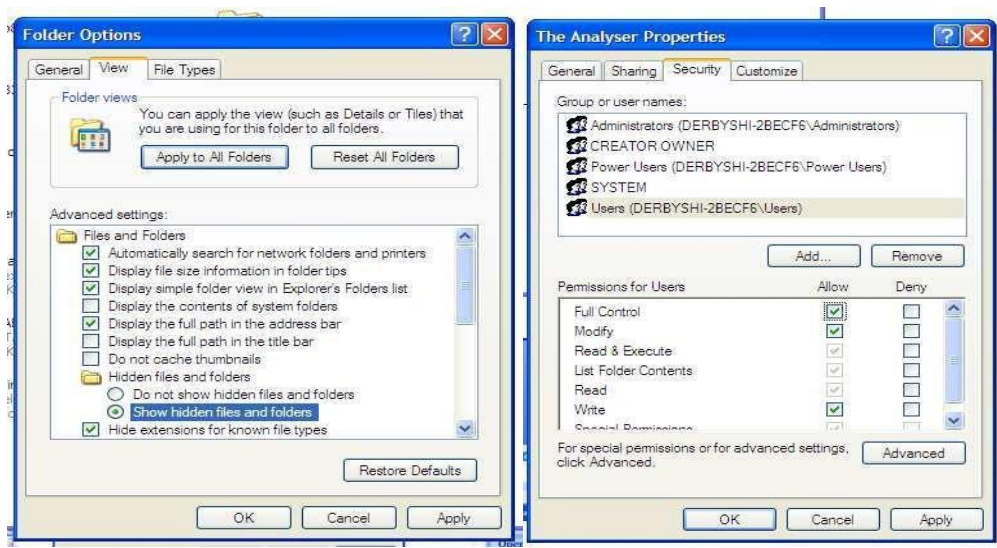
Settings and licence files

C:\ProgramData\The Analyser

Application and Excel add-in files

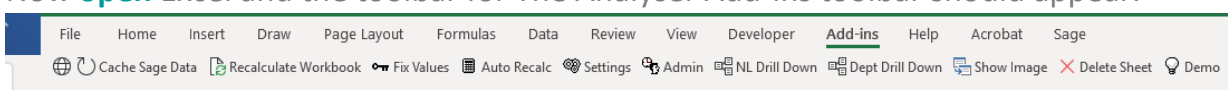
C:\Program Files\The Analyser or C:\Program Files (x86)\The Analyser

Users must have **full control** over these **folders** and **sub-folders**. If you cannot see these folders then you will need to **show Hidden files and folders**, to do this right click, select properties.



You may need to contact your **system administrator** or **outsourced IT helpdesk** to allow this.

Now **open** Excel and the toolbar for The Analyser Add-ins toolbar should appear.

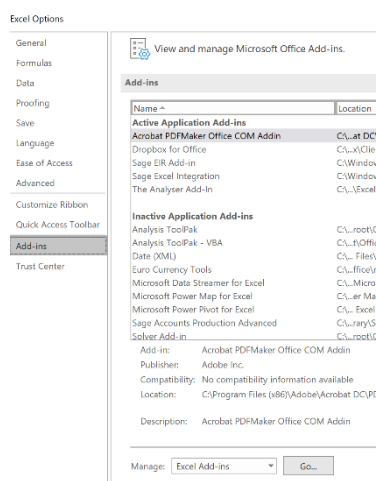


Adding the toolbar

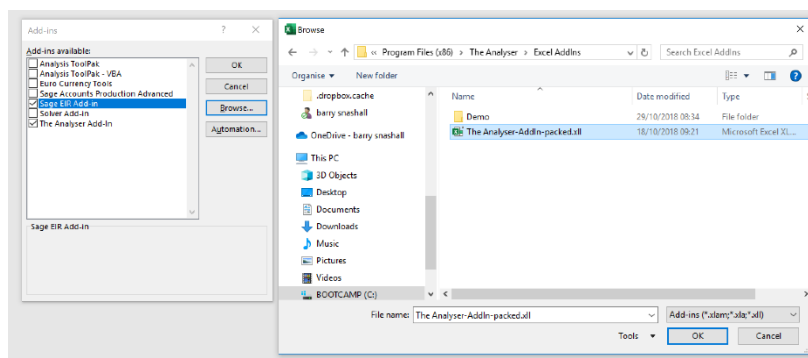
You may need to add - The Analyser toolbar manually to your Excel ribbons.

IMPORTANT NOTE: This may also be required after Windows updates.

Open Excel select File – Options and then select Add-ins from the left-hand menu.



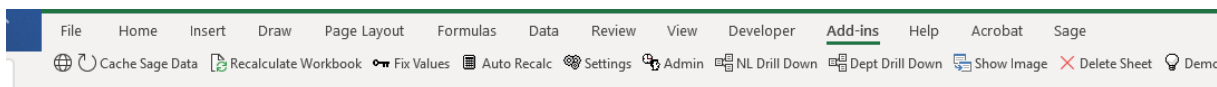
Then select the go button next to the Excel Add-ins dropdown. This will open the Add-ins box and select Browse... from the right-hand menu.



Browse to the installation path, either –

C:\Program Files\The Analyser or **C:\Program Files (x86)\The Analyser** and select the add file and press ok. Select Yes if prompted that the file already exists and then press ok from the Add-ins screen.

The Add-ins toolbar should now be visible on the Ribbons menu.

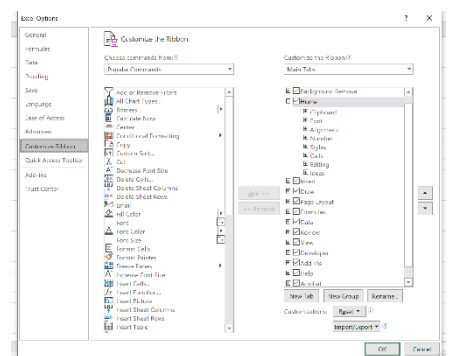
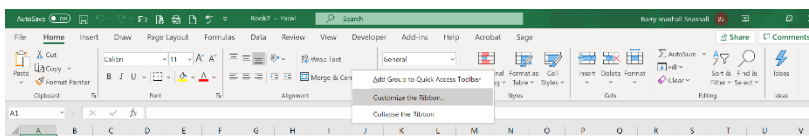


Enabling Macros

The Analyser is a Macro based Excel Add-in and therefore Macros will need to be enabled on the computer for it to run. This is accessed from the Developer Ribbon.

IMPORTANT NOTE: This may also be required after Windows updates.

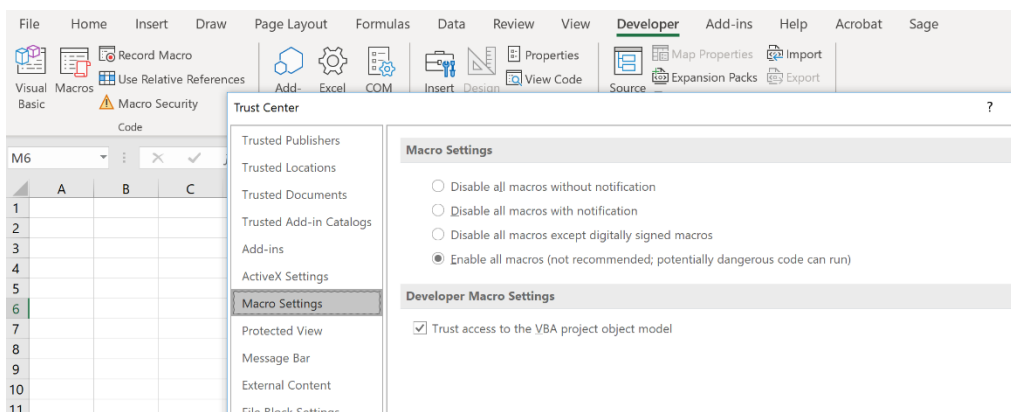
To add the Developer Ribbon to Excel, right-hand click on the mouse whilst pointing at any menu option and select customize this Ribbon... then tick the Developer box and press ok.



From the Macro Settings menu

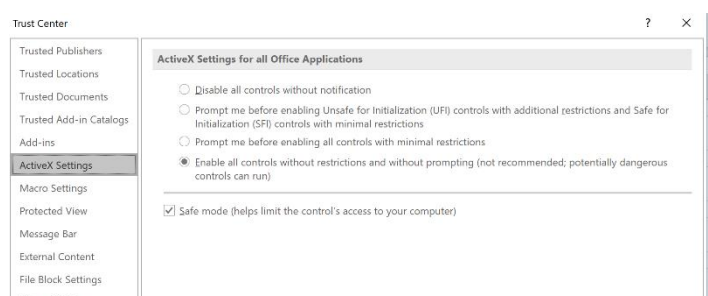
Select Enable all macros...

Tick the Trust access to VBA...



From the then ActiveX Settings Enable all controls...

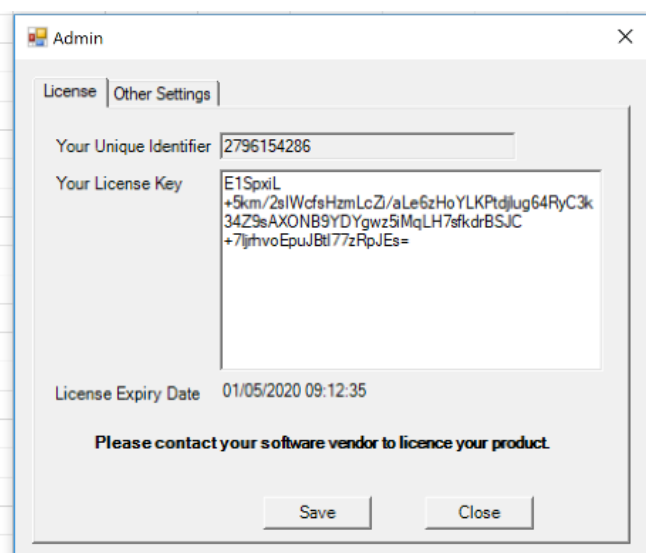
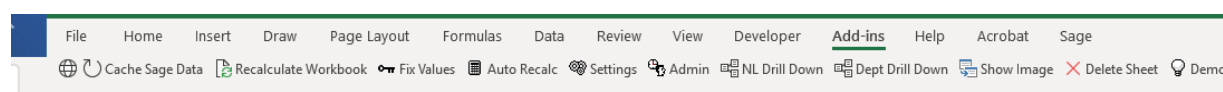
Press Ok to close the window.



Admin – Licensing & Other Settings

Before you can use The Analyser your software will need to be licenced. Once your machine is licence you are bound by the licencing terms and conditions and legally required to have a valid paid for subscription.

To licence the software, from the Add-ins Ribbon, select Admin



You should email your Unique Identifier to support@analyseraccounting.com

Ensure you also include the following

- Analyser version – i.e. version 5
- Number of Sage companies you wish to connect to
- If you wish to enable Multi-company Caching whereby you can run multi-company reporting
- If you wish to enable Document viewing drilldown (additional licence applies, whereby you can drilldown from The Analyser to scanned copies of your purchase invoices etc.)

Once received support will email you back the Licence Key which you should copy and paste into the Licence box and select Save. Please note the licence will expire after one year, a 30-day countdown will apply when your licence is about to expire. Any licences issued will have to be paid for according to the licencing terms and conditions.

Other Settings

Within Other settings there are some options which can be altered, for example when you drill down the signing of the values can be reversed if you require.

IMPORTANT NOTE: This may also be required after Windows updates

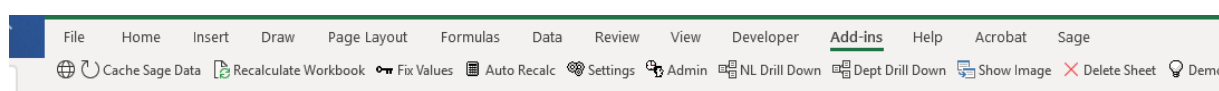
Please ensure that the Enable User specific Settings file is unticked unless you have been advised to enable this option (when using a terminal server or multi-user environment).

Linking The Analyser (within Excel) to Sage

Setup in Excel

Before you can start reporting, some settings will need to be entered to enable The Analyser to link Excel with your Sage data.

From the Add-ins Ribbon Select the **settings** button



This opens a new window containing the access settings for your data connection:

Select add to add a new line.

Company Name: Enter the company name (doesn't have to be the same as appears in Sage)

Co No.: Enter a unique value for each company (this is only required for Multi-company reporting)

Version: Enter the sage version you are connecting to i.e. 26 (**DO NOT Add** the full version i.e. 26.0.0.29)

Data Path: Enter the Data path for the Sage data you are connecting to (the best way to locate this is from the Sage – Help and About menu, select the Sage Data path and follow the link to explorer and then copy and paste the location from Explorer into the Setting field). Ensure the data path ends with ...\\ACCDATA

Username: Enter the Sage username (ensure to press enter after typing).

Password: Enter the Sage password ((ensure to press enter after typing).

PY (Prior Year): Tick the box if you wish to get prior year data from Sage (note analyser can get all data stored within your company and can then produce for example 3-year summaries of income and expenditure.

Once complete select Save.

Repeat for all Sage companies you wish to connect to.

Note: Should you have more than one version of Sage installed on your computer, you may connect to different versions by changing the version number in the company line.

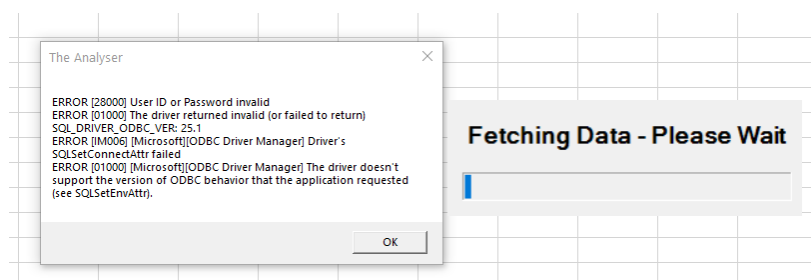
Note: to delete an unwanted line, highlight the line by clicking on the blank cell to the left of the Company Name and press the "Delete" key

Connection Troubleshooting

IMPORTANT NOTE: These issues may also be required after Windows updates

Invalid User ID or Password

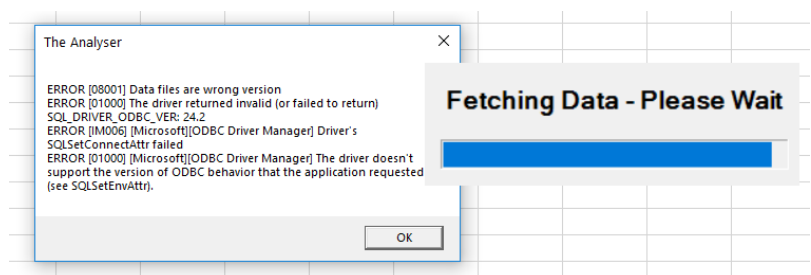
ERROR [28000] User ID or Password invalid



Open the setting and for the appropriate company type in the sage username and press enter and then the password for that user and press enter, select Save and retry the Cache.

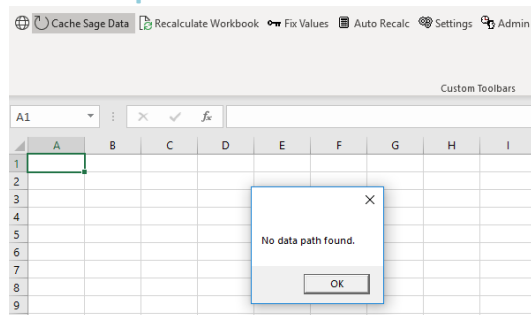
Data files are wrong version

Error [08001] Data files are wrong version



This error relates to the incorrect Sage version number in settings, check the version number in Sage i.e. 26.0.26 and remember when entering into The analyser settings to just use the whole digits, i.e. 26, select Save and retry the Cache.

No Data path found



If you receive this error open Admin from the Add-ins Ribbon, go to other settings and untick the Enable User specific Settings File. Select Save and close and retry the Cache.

No values pulling through when using auditbal

Check that the field containing the nominal codes is not '=4000 this should be in(4000) or for multiple code not '=4000,4100 but should be in(4000,4100) or between 4000 and 4999.