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Download & Install Guide Version 5 © 2020

Analyser

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The Analyser [™] – **Sage 50cloud Accounts Excel Reporting Add-in** Copyright ANALYSER ACCOUNTING LTD – 2020 All Rights Reserved Sole United Kingdom and international Distributor and owner:

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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.



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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

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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 form the downloads section.



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



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.



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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.

The Analyser for Sage 50 Accounts	
Welcome to the The Analyser for Sage 50 Accounts Setup Wizard	
The installer will guide you through the steps required to install The Analys on your computer.	er for Sage 50 Accounts
WARNING: This computer program is protected by copyright law and inte Unauthorized duplication or distribution of this program, or any portion of it or criminal penalties, and will be prosecuted to the maximum extent possib	mational treaties. may result in severe civil le under the law.
Cancel	* Next >

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

600
older. slow or click "Browse".
Browse
Disk Cost





Close the **Wizard** to complete.



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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.

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Acrobat Sage 🕀 🕐 Cache Sage Data 🕃 Recalculate Workbook 🕶 Fix Values 🗐 Auto Recalc 🎯 Settings 🍄 Admin 🖷 NL Drill Down 🖷 Dept Drill Down 🖏 Show Image 🗙 Delete Sheet 🖓 Demo



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.

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rmulas	L	
sta	Add-ins	
oofing	Name *	Location
ve	Active Application Add-ins	
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nguage	Dropbox for Office	C:\x\Clit
se of Access	Sage EIR Add-in	C:\Windo
	Sage Excel Integration	C:\Windo
ivanced	The Analyser Add-In	C:\\Exce
istomize Ribbon		
	Inactive Application Add-ins	
ack Access Toolbar	Analysis ToolPak	C:\root\
ld-ins	Analysis ToolPak - VBA	C:\t\Off
	Date (XML)	C:\ Files
ust Center	Euro Currency Tools	C:\ffice\
	Microsoft Data Streamer for Excel	C:\Micro
	Microsoft Power Map for Excel	C:\er Mi
	Microsoft Power Pivot for Excel	C:\ Exce
	Sage Accounts Production Advanced	C:\rary\!
	Solver Add-in	C:\root\
	Add-in: Acrobat PDFMaker Office CC	DM Addin
	Publishen: Adobe Inc.	
	Compatibility: No compatibility information	1 available
	Location: C:\Program Files (x86)\Adob	s\Acrobat DC\P
	Description: Acrobat PDFMaker Office CC	JM Addin
	Manage: Excel Add-ins	-

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.

Add-ins	? ×	Browse			:
Add-ins available:	_	🗧 🔶 👻 🛧 📙 « Program F	Files (x86) > The Analyser > Excel AddIns	✓ Č Search Excel	Addins 🔎
Analysis ToolPak Analysis ToolPak - VBA	OK Cancel	Organise 🔻 New folder			III 🕶 🔳 👔
Sage Accounts Production Advanced	Cancer	.dropbox.cache	Name	Date modified	Туре
Solver Add-In	prowse	🚴 barry snashall	Demo	29/10/2018 08:34	File folder
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		File name: T	'he Analyser-Addin-packed.xll	Add-ins (*.xl	lam;*əda;*ədi) — 🗸
				Tools 🔻 OK	Cancel

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.

File	Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Developer	Add-ins	Help	Acrobat	Sage	
@ Ü(Cache Sage l	Data [🍃 Re	ecalculate W	/orkbook 🛯 🛥 Fix Va	lues 🔳 Auto	Recalc	Settings	🕒 Admin	¤⊟ NL Drill Down	□	ill Down	😓 Show Image	imes Delete Sheet	💡 Demo



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.

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A B C D E F G H I	J K L M	N O	P Q	R S T	u v P



From the Macro Settings menu

Select Enable all macros...

Tick the Trust access to VBA...

File Home Insert Draw File Record Macro Visual Macros Basic Macro Security	rees Add-Excel CON	Iulas Data Review View Developer Add-ins Help Acrobat Sage Image: Source
A B C 1 2 3 4	Trusted Publishers Trusted Locations Trusted Documents Trusted Add-in Catalogs Add-ins ActiveX Settings	Macro Settings Disable all macros without notification Disable all macros with notification Disable all macros except digitally signed macros Enable all macros (not recommended; potentially dangerous code can run)
5	Macro Settings	Developer Macro Settings
7 8 9	Protected View Message Bar	☑ Trust access to the ⊻BA project object model
10	External Content	

From the then ActiveX Settings Enable all controls...

Press Ok to close the window.

Trusted Publishers	ActiveX Settings for all Office Applications
Trusted Locations Trusted Documents Trusted Add-in Catalogs Add-ins	Disable all controls without notification Prompt me before enabling Unsafe for Initialization (UFI) controls with additional restrictions and Safe for Initialization (SFI) controls with minimal restrictions Prompt me before enabling all controls with minimal restrictions
ActiveX Settings	 Enable all controls without restrictions and without prompting (not recommended; potentially dangerous controls can run)
Protected View Message Bar	Safe mode (helps limit the control's access to your computer)
File Block Settings	



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

File Home Insert Draw Page Layout Formulas Data Review	N View Developer Add-ins Help Acrobat Sage S S Admin Image NL Drill Down Image X Delete Sheet Q Demo X You should email your Unique Identifier to Support @ apply sorrace couting com
License Other Settings Your Unique Identifier 2796154286 Your License Key EISpxiL +Skm/2slWcfsHzmLcZi/aLe6zHoYLKPtdjlug64RyC3k 34Z9sAXONB9YDYgwz5iMqLH7sfkdrBSJC +7ljrhvoEpuJBtl77zRpJEs=	 <u>Ensure you also include the following</u> Analyser version – i.e. version 5 Number of Sage companies you wish to connect to If you wish to enable Multi-company
License Expiry Date 01/05/2020 09:12:35	Caching whereby you can run multi-compan
Please contact your software vendor to licence your product. Save Close	 If you wish to enable Document viewing drilldown (additional licence applies, wherek you can drilldown form The Analyser to scanned copies of your purchase invoices et

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

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Acrobat Sage

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 he 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 oner 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



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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.