

ZeroingII Add-In Sage Intelligence Reporting

09/2013 DH

ZeroingII Add-In Function

Sage Intelligence Reporting supplies add-ins' that further enhance Microsoft Excel's reporting capabilities. These Add-Ins' are designed to solve common issues that come up during reporting. The ZeroingII add-in is part of the **General Excel Extensions** add-In library module and is used when you do not want insignificant rows to be visible in your reports.

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What is the ZeroingII Add-In Function?

ZeroingII is an add-in that you configure in the Report Manager that will allow you to automatically hide or discard insignificant rows of data each time your report runs.

Why use the ZeroingII Add-In Function?

A report can contain rows of data which have no influence on the report. By hiding these rows, your report will be concise, neater and easier to interpret. ZeroingII is most commonly used to hide rows when there are zero values in all of the columns. In the following example an income statement was created without using the ZeroingII add-in and then rerun with the ZeroingII add-in configured. Notice all of the highlighted rows which had no value have been hidden.

Without ZeroingII Add-In				With ZeroingII Add-In			
	Jan 02	Feb 02	Mar 02		Jan 02	Feb 02	Mar 02
	Actual	Actual	Actual		Actual	Actual	Actual
Overheads				70,207.72	92,041.00	73,651.10	
1000000	Legal Fees	-	-	-	-	-	-
1040000	Levies	-	-	-	-	-	-
1100000	Salaries and Wages	38,919.32	53,786.60	41,471.11	38,919.32	53,786.60	41,471.11
1200000	Skills Levies	-	421.87	453.01	-	421.87	453.01
1140000	Employee Training	-	-	-	-	-	-
1170000	Employee Recruitment	-	-	-	-	-	-
1200000	Rent Paid	3,646.00	4,823.00	5,718.15	3,646.00	4,823.00	5,718.15
1201000	Refreshments	49.61	-	190.57	49.61	-	190.57
1240000	Repairs and Maintenance	217.57	-	-	217.57	-	-
1340001	Car Repairs and Maintenance	-	2,747.38	1,709.31	-	2,747.38	1,709.31
1340002	Car Installments	1,752.82	1,998.27	1,998.27	1,752.82	1,998.27	1,998.27
1340003	Car General Expenses	-	256.31	-	-	256.31	-
1340004	Car Fuel Expenses	4,134.00	-	-	4,134.00	-	-
1700000	Telephone and Fax	3,469.30	5,179.32	4,250.69	3,469.30	5,179.32	4,250.69
1740000	Travel - Local	49.61	-	-	49.61	-	-
1743000	U/F	-	976.70	1,020.30	-	976.70	1,020.30
1900000	Printing and Stationery	875.51	316.94	717.99	875.51	316.94	717.99
2000000	Accounting Fees	-	-	-	-	-	-
2040000	Advertising	-	930.15	-	-	930.15	-
2100000	Courier and Postage	962.51	336.08	-	962.51	336.08	-
2140000	Depreciation	-	-	-	-	-	-
2200000	PC Expenses	-	-	-	-	-	-
2240000	Consulting Fees	385.84	640.77	-	385.84	640.77	-
2241000	Cell Phones	436.96	607.12	-	436.96	607.12	-
2340000	Bad Debts	-	-	637.01	-	-	637.01
2440000	Discount Allowed	2,809.87	224.18	823.00	2,809.87	224.18	823.00
2500000	Entertainment Expenses	-	-	820.10	-	-	820.10

Preparing your report for the ZeroingII Add-In Function

It is best to create a new column that totals the data (using the **Sum** function) and use the new total column in the ZeroingII **Column to Check** parameter. That way only rows that have zero values in all columns will be hidden.

Creating a new total column in Microsoft Excel

We will use the SUM function which will add the numbers in a range of cells. Its syntax is:

=SUM(number1, number2,...number30).

The arguments (e.g. number1) for the SUM function can be cell references, or typed into the formula. The following example uses one argument -- a reference to cells **F9:H9**.

1. Select the blank cell in a new column after the cells that you want to sum, cell **J9** in this example.
2. In the formula bar, type the sum function to include all of the columns you require, for example, **=SUM(F9:H9)**
3. Press the **Enter** key.
4. Use the fill handle to drag the formula down to include all of the rows you require.

	F	G	H	J
Actual	296,516.05	357,062.15	396,896.00	1,050,474.20
variance	168,022.43	217,590.27	234,917.35	
Adjustment	9,368.49	(1,748.80)	15,686.97	

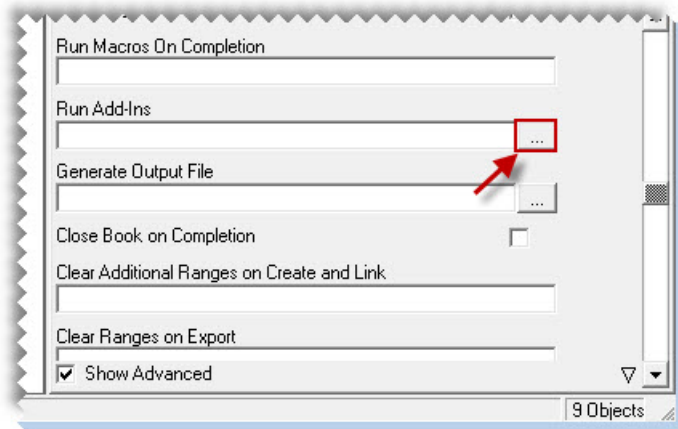
5. In rows where you would like to leave a blank row for formatting purposes, replace the formula with an X.
6. To hide the total column you just created so it is not visible in your report; right-click on the column and select **Hide**.
7. In Report Manager, click **Save Excel Template** to save the report with it's new column.

Use the total column, column **J** in this example as your **Column to Check** setting in the ZeroingII function parameters window explained below.

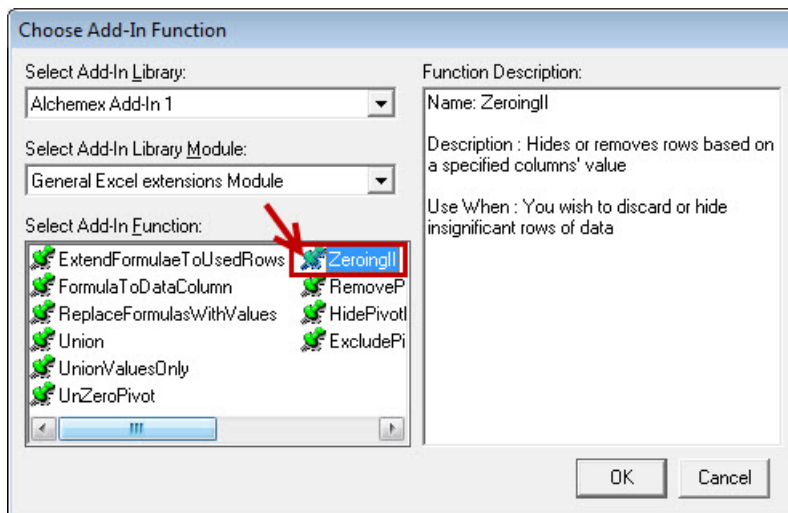
Configuring the ZeroingII Add-In Function

Rows are discarded or hidden based on a specified columns value.

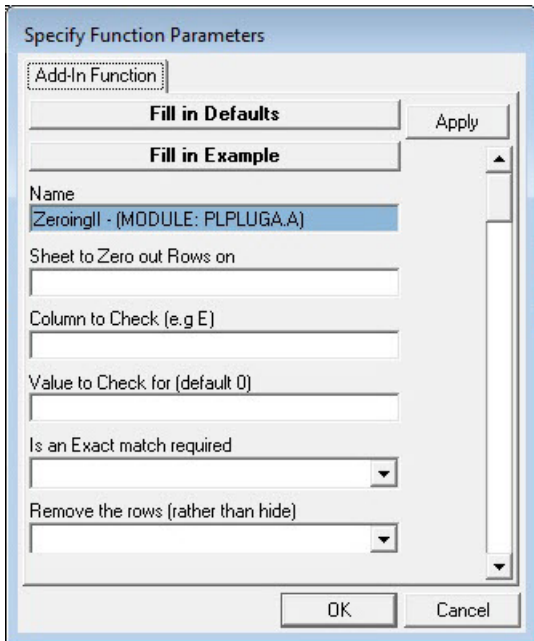
1. Open the Report Manager.
2. Select the report that you want to use the ZeroingII add-in on.
3. Enable the **Show Advanced** properties of the report at the bottom of the properties window.
4. Select the **Run Add-Ins** ellipses button.



5. Select the Add-In Library : **Alchemex Add-In 1**.
6. Select the Add-In Library Module : **General Excel extensions Module**.
7. Select the Add-In Function : **ZeroingII**.



8. Click **OK**. The **Specify Function Parameters** window will appear.



Parameter	Description	Example : Income Statement Report
Sheet to Zero cut Rows on	Type the Microsoft Excel worksheet name to check for values in	Income Statement
Column to Check	Type in the Microsoft Excel column to check for values	J
Value to Check for	This is usually 0 as we are wanting to remove all rows which have a zero value	0
Is an Exact match required	Specify Yes to only apply if an exact match is found	Yes
Remove the rows	Specify Yes to permanently remove the rows or No to hide the rows	No

- When you have entered your details, select **OK**. You will notice that a string has been added into the **Run Add-Ins** box in the properties window of your report.

The add-in will now automatically run each time the report is run.

Zeroing II Frequently Asked Questions

- **Can I use the ZeroingII function on any reports?**
Yes, you can use it on any report created with Sage Intelligence Reporting.
- **What is the difference between the *ZeroingII* add-in and the *Hide Zero Rows* option in the BI Tools tab?**
The Hide Zero Rows option is available for reports which have already run into Microsoft Excel. Using the **Hide Zero Rows** option is not recommended in a template unless the report will not be used for reporting new information. Because the rows are hidden, they will not be automatically un-hidden when you rerun the report and there is a value.
- **Will rows hidden or discarded by the ZeroingII add-in reappear if they have values the next time the report is run?**
Yes, the ZeroingII add-in is applied at the time the report is run so it will only hide or discard rows applicable to the current report.
- **Should I permanently remove the rows or hide them?**
Hiding rows will still allow you to reference the hidden data either directly or in formulas, although it will not print or be visible without un hiding it first.