



# Sage Line 50 Payroll Reports **london computer centre**

## *Training Outline*

### Tailoring Payroll Reports

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## Overview

**Suitable for users of both Sage Payroll and Sage Payroll Professional**

This one day course will help you make the most of the report designer supplied with Sage Payroll.

**After this course you will be able to create your own high-impact layouts that incorporate data from Sage Payroll software. This will ensure your company can easily present vital information in ways that meet specific requirements.**

### Who should attend?

Everyone who wishes to supplement the system's standard reports with custom-designed reports.

### Preparation

You should be familiar with the operation of the system but you do not require a detailed knowledge of payroll data entry or retrieval. It would be useful to have a clear idea of your reporting requirements and how these differ from the example reports supplied with the system.

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## Topics Covered

### Basic Concepts

Discover how to amend the standard system reports and page layout, and how to select variables and sort information. You will also be introduced to two methods of creating new reports.

### Expressions

Learn how to insert calculations into a report including how to calculate and print an employee's age.

### Groups and Totals

Learn how to insert groups into existing reports to sub-section information and improve presentation, and how to use groups to create subtotals.

### Criteria

Investigate prompting for dates, payment types and payment periods, even employee NI numbers when printing reports. Learn how to print your criteria on a report.

### Filters

Find out how to add filters to reports to select specific information.

### Creating Letters

Discover how to use the report designer to create various employee letters.