



# Sage Line 50 Reports

## Training Outline

london computer centre

## Tailoring Sage Line 50 Reports

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### Overview

This is a two day course which helps you make the most of the flexible report designer supplied with the Sage Line 50 range.

**After this course you will be able to create your own high-impact layouts that incorporate data from Sage Line 50. This will ensure your company can easily present vital information in ways that meet specific requirements.**

Also learn how to amend existing stationery layouts to fit in with your own business needs.

### 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 accounting data 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 Concept

Gain an overview of creating new reports, using the wizard, amending fixed reports, selecting variables, sorting information/sort priority, and laying out the page.

#### Expressions

Learn how to insert calculations into a report and change the presentation of information.

#### Subtotals and Grand Totals

Learn how to improve presentation totals, and how reports are formatted to give subtotals and grand totals; also, how to add subtotals and grand totals, and multiple sorts and groups.

#### Filters

Discover how to add filters to a report to select specific information.

#### Accounting Facilities

Learn to split debits and credits and how to produce meaningful transaction totals.

#### Criteria

Learn how to add time ranges to a report (i.e. date ranges, transaction number ranges).

#### Advanced Reporting

Learn about section filters and advanced criteria. Explore how to add additional sections to a report.

#### Creating Letters

Discover how to create overdue account letters and sales promotions using specific criteria and expressions and filtering specific information.

#### Creating Invoice Layouts

Learn how to amend an existing invoice layout to suit your own requirements.

#### Statement

Discover how to create a new statement layout & how to add a brought forward balance to a report or layout.

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**For more information or to register call: ++44 (0) 20 7691 4496**