

Sage Reporting

This one-day course is designed for existing users of Sage Line 50/Sage Payroll/Sage Job Costing to assist them in amending existing Sage reports and creating new reports.

Creating New Reports

Amending Existing Sage Reports

Report Desktop

Report Browser

Report Sections

Tables & Variables

Adding Grouping

Adding Text

Styles

Adding Totals

Adding Lines / Boxes / Graphics

Emailing Reports

Sorting & Criteria

Adding Filters

Formula Expressions

Object & Conditional Properties

Default Report Settings

Excel Integrated Reporting