



Who Should Attend

- This course is suitable for existing users of Sage who require an in-depth knowledge of customizing existing and using new reports.
- Knowledge of Sage 50 Accounts is essential.

Course Duration

- 1 Day

Course Outline

- Creating new reports
- Using the report wizard
- Editing/Changing existing reports
- Saving reports
- Using sorts
- Adding Groups/Subtotals/Grand Totals
- Using expressions
- Creating filters to select specific information
- Adding ranges to a report
- Adding criteria to a report
- Conditional properties
- Letter writing

