

# International Accounting Day

## Sage 50 Accounts Reporting made easy

**Presenter: Michael Cox**

**Start time: 10am (approx. 30 mins)**

Sage



# What's covered in today's **webinar**?

- **V30 - AI Report finder / Which Report**
- **Favourites**
- **Batch Reporting**
- **Drillable Management Reports**
- **Filters**
- **Send to Excel**
- **Further Support / Q&A**



# Report finder

## Easier than ever to find the right report

- Available in Sage 50 Accounts v30 and above
- AI-powered search option
- Use everyday language to find the reports you need
- Example searches to get you started

Help centre

Which report  
V29 & below

The screenshot shows the Sage 50 Accounts Report Finder interface. The window title is "All reports | Nominal code reports". The top navigation bar includes icons for New, Edit, Delete, Preview, Print, Export, Report to Excel, Data to Excel, Email, and View Favourites. A sidebar on the left contains a search bar and a list of report categories: Favourites, Report finder (highlighted), Recent reports, All reports, Balance sheet, Day books, My nominal code reports, Nominal activity, Nominal budgets, Nominal details, Profit and loss, and Trial balance. The main content area features a search box with the text "Which report are you looking for?", a "Search" button, and a "Clear" button. Below the search box, there is a section titled "How does this work?" with a dropdown arrow. The text explains that the AI-powered search leverages everyday language to find reports. Below this, there are three example searches with "Try it now" links: "Can I see the report on outstanding balances for our major clients?", "I need the sales analysis for last month. Can you fetch that?", and "Could you summarise the payments we've received from our key customers?". A link at the bottom says "Learn more about AI and everyday language searching".

# Favourites

## Add reports and layouts favourites

- Save time and avoid having to search through the many reports and layouts available
- Easy to add and remove
- Default folder when accessing reports

All reports | Customer reports

[New](#) [Edit](#) [Delete](#) [Preview](#) [Print](#) [Export](#) [Report to Excel](#) [Data to Excel](#) [Email](#)

[Expand All](#) [Collapse All](#)

**Favourites**

Add the documents that you use most often to Favourites to access and generate them quickly. Document into any order you want.

Name	Description
★ Aged Debtors Analysis (Contacts)	Overview of outstanding balances by customer, with customer
★ Sales Ledger Turnover Period and Year To Date	Net turnover for each customer, for the selected period and y
★ Daily Transaction Report - Summary	Overview of customer transactions that were posted on the s

Help centre

# Batch Reporting

## Simplify your processes and reduce the time you spend running reports

- Group them and run multiple reports simultaneously
- Single reporting criteria
- Great for year end, month end, VAT reconciliation and more

### Note:

Not available in Sage 50 Accounts Essentials

Help centre

Video

The screenshot displays the 'Batch reports' interface. At the top, there is a toolbar with icons for 'New', 'Edit', 'Delete', 'Preview', 'Print', 'Export', 'Report to Excel', 'Data to Excel', and 'Email'. A 'Filters' dropdown menu is set to 'All'. Below the toolbar, there is a 'Favourites' section with a sub-section for 'Batch reports'. The main area shows a list of batch reports, each with a star icon and a description:

- ★ Example Batch Report. Runs Trial Balance, Profit and Loss then Balance Sheet reports.
- ★ Purchase orders list and status
- ★ Sales orders list and status

# Drillable Management Reports

From top level figures to transaction information in an instant

- Preview a report and click your values to drill down and understand key data
- Available for:
  - Trial Balance
  - Profit & Loss
  - Balance Sheet
  - and more
- Print, email or export your reports individually or as a single document

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0020	Plant and Machinery	50,000.00	
0021	Plant/Machinery Depreciation		3,485.00
0040	Furniture and Fixtures	16,900.00	
0041	Furniture/Fixture Depreciation		93.00
0050	Motor Vehicles	20,300.00	
0051	Motor Vehicles Depreciation		2,091.92
1001	Stock	35,000.00	
1100	Debtors Control Account	75,054.80	
1200	Bank Current Account		24,431.65
1201	High Street Bank	300.00	
1210	Bank Deposit Account	3,510.00	
1220	Building Society Account	507.53	
1230	Petty Cash	1,130.48	
1240	Company Credit Card	9,358.97	
2100	Creditors Control Account		18,384.17

# Filters

## Restrict the records that appear in your ledgers

- Identify specific records you want to work with or hide the ones you don't
- Quickly build filters
  - Hide zero balance accounts
  - Only display recent records
- Add flexibility to your reports
- Wildcard options for advanced filtering

[Help centre](#)

[Register now](#)

Filter

Clear form Wizard Open Save Save As

Only select records from 'Customers'

Join	Field	Condition	Value
Where	Balance	Is Not Equal To	0.00

Expression:  
Where 'Balance' <> '0.00'

Apply Close

# Send to Excel

## Quickly and easily send data straight to Excel

- One click and across it goes - no need to run reports
- Send ledger and data entry windows, including:
  - Lists of records
  - Transaction activity
  - Batch data entries
- Available throughout Sage 50 Accounts

Help centre

Customer Record - A1 Design Services

Toolbar: Clear form, New invoice, New order, New project, Delete, Skype, Google Maps, View transaction, Edit transaction, Unallocate transaction, Delete transaction, View item, View Online, View bank charges, Request card payment, Hide detail, Show detail, Print list, **Send to Excel**

Details: A/C: A1D001, Name: A1 Design Services, Credit Limit: 1000.00, Balance: 181.00, Amount Paid: 6656.12, Turnover YTD: 600.00

Show: All Transactions, Date: 01/01/1980 to 31/12/2099, Type: All, O/S Only: , Trans.: 1 to 1373

No	Type	Date	Due On	Ref	Details	Amount	O/S	Debit	Credit
1104	SR	27/04/2023			Sales Receipt	1173.07			1173.07
1244	SI	01/06/2024	01/07/2024	123	Services, Parts	240.00	181.00 p	240.00	
1246	SI	03/06/2024	03/07/2024	124	Parts	180.00		180.00	
1286	SR	20/09/2024		CONTRA	Contra Receipt	59.00			59.00
1288	SR	01/06/2024		CONTRA	Contra Receipt	180.00			180.00
1322	SI	12/06/2024	12/07/2024			300.00		300.00	
1323	SR	16/07/2024			Sales Receipt	300.00			300.00

Summary Table:

No	Type	Date	Ref	N/C	Dept	Ex Ref	Details	Project Ref	Funds	Tax	Amount	Debit	Credit	Trans. Balance	View
322	SI	12/06/2024		4001		0				T1	300.00	300.00		300.00	
		16/07/2024				0	300.00 from SR ...						300.00	0.00	



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**#2** - Work smart - Automating everyday transactions

**#3** - Reporting made easy

**#4** - Quick tips to protect your data

**#5** - Shortcuts for success

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**#6** - International Accounting Day - The Quiz

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