

# **Sage 50 Accounts** **Report Designer 2025**

## **Before you think about changes**

Presenter: **Michael**

Sage



Sage



**Report  
Designer 2025**

Sage 50 Accounts

# Housekeeping

The screenshot shows a mobile application interface for a 'Questions' section. On the left is a dark grey sidebar with several icons: a blue flower-like logo at the top, a red microphone icon with a slash through it, a question mark icon, a document icon, an information icon, and a list icon. At the bottom of the sidebar are the words 'Exit' and 'Send'. The main content area is light grey and contains the text 'Questions' at the top right, a question mark icon, and a large dashed arrow pointing from the text 'Want answers?' down to a white input box at the bottom. This input box contains the placeholder text 'Ask the staff a question'. A blue 'Send' button is located at the bottom right of the input box. Three green callout boxes with lines pointing to specific UI elements are present: one pointing to the microphone icon with the text 'Your microphone is muted automatically', one pointing to the question mark icon with the text 'Send us your questions', and one pointing to the document icon with the text 'Download a handout'.

Your microphone is muted automatically

Send us your questions

Download a handout

Want answers?

Ask the staff a question

Exit Send

**Note:** This webinar recording and links to register for future webinars and access other recordings will be sent to you later today.

# Report Designer 2025

**To earn your digital badge, simply attend any 5 of the 7 topics + the Quiz**

- Before you think about changes
  - Using the design tools to personalise your invoices and other layouts
  - Tables and Variables used by Report Designer
  - Introduction to Expressions
  - Introduction to Sections and Groups
  - Introduction to Criteria
  - Introduction to Filters
- 
- Quiz – Test your knowledge



**Register now**

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

- **Introduction**
- **Demonstrations**
  - Finding reports
  - Filters & Quick Search
  - Configuring your columns
  - Outputting to Excel
  - Additional reports
- **Further Support / Q&A**



# Sage 50 Accounts - Reports

## Introduction

- Over 900 reports available in Sage 50 Accounts
  - depends on Sage 50 Accounts version / variant / options enabled
- Common query
  - Can't find the required report
  - Want to design a new report / layout
- Options
  - [Which report](#) article
  - [Report Finder](#) – V30 and above
  - Alternatives – Filters / Quick search / Configurable columns / Send to Excel

# Demonstration



# Find out more...



[Reports and layouts](#)

[How to filter lists](#)

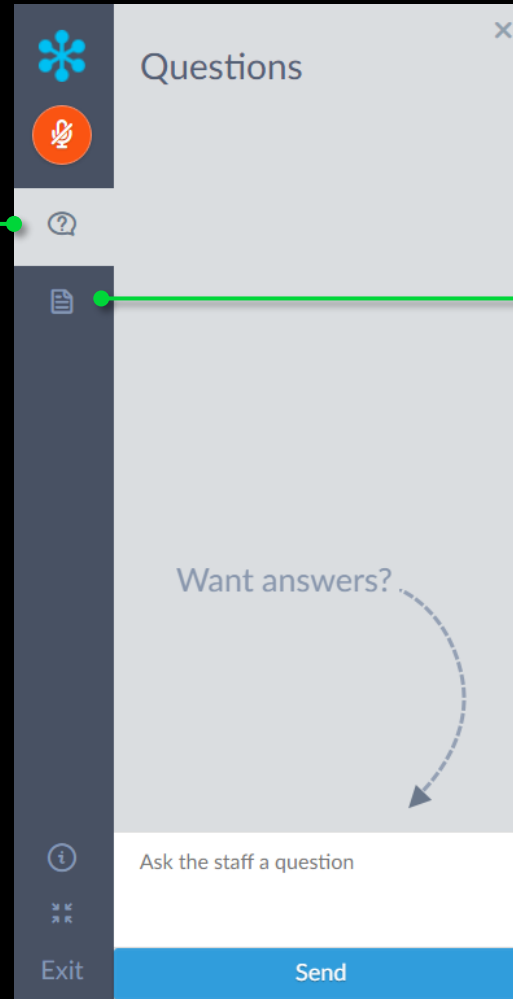
[Using wildcards in searches](#)

[Quickly search for records](#)

# Questions

Send us your questions

Download a handout



**Note:** This webinar recording and links to register for future webinars and access other recordings will be sent to you later today.



Sage

# Webinars for Sage 50 Accounts & Sage 50 Payroll

 [Help Centre](#) [Home](#) [Products](#) [Integrated Apps](#) [Sage University](#) [Useful links](#)

## Sage Webinars

Webinars are live online demonstrations hosted by a Sage expert, that help you to get the most out of your software. To get started, choose your software below.

|                                                                                                                                                                           |                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sage 50 Accounts - Live</b><br>Our free webinars help you to discover more efficient and effective ways to use Sage 50 Accounts. There are new topics added each week. | <b>Sage 50 Payroll - Live</b><br>Become an expert and learn the top tips and tricks in payroll. Join us weekly for a free webinar as we discuss hot topics, address any new or upcoming legislation and give demos of new product features. |
| <b>Sage 50 Accounts - Recordings</b><br>Our on-demand recordings are a great way to take advantage of our webinar service.                                                | <b>Sage 50 Payroll - Recordings</b><br>Access recordings of recent live events that we've hosted.                                                                                                                                           |
| <b>Sage Business Cloud Accounting UK</b><br>Free online learning that helps you get the most out of Sage Accounting.                                                      | <b>Sage Business Cloud Payroll UK</b><br>Free online learning that helps you get the most out of Sage Payroll.                                                                                                                              |

[www.sage.co.uk/webinars](http://www.sage.co.uk/webinars)

# Thank you for attending!

Please take a minute to **complete the survey** as you leave.

You'll receive a follow-up email containing links to register for future webinars and watch recordings.

