

Sage 50 Accounts **Report Designer 2025**

Personalise your invoices and other layouts

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 asterisk logo, a red microphone icon with a slash, a question mark icon, a document icon, an information icon, and a list icon. The main area is light grey and contains the text 'Want answers?' with a dashed curved arrow pointing to a white input box at the bottom labeled 'Ask the staff a question'. Below the input box is a blue 'Send' button. A dark grey 'Exit' button is at the bottom left of the sidebar. Three green callout boxes with lines pointing to specific UI elements provide instructions: 'Your microphone is muted automatically' points to the microphone icon; 'Send us your questions' points to the question mark icon; and 'Download a handout' points to the document icon.

Your microphone is muted automatically

Send us your questions

Download a handout

Want answers?

Ask the staff a question

Exit Send

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Report Designer 2025

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- 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



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

- **Introduction**
- **Demonstrations**
 - The basics > Open / Amend / Save as
 - Design tools
- **Further Support / Q&A**



Personalise your invoices

Introduction

- The Report Designer is a powerful tool, enabling you create and amend layouts and reports in Sage 50 Accounts

You don't have to reinvent the wheel!

- Find a layout or report that's close to what you want
- Be creative or take inspiration from invoices you receive
- Use our online resources > www.sage.co.uk/help



Demonstration



Find out more...



Help Centre - [Reports and layouts](#)

[Add a logo](#)

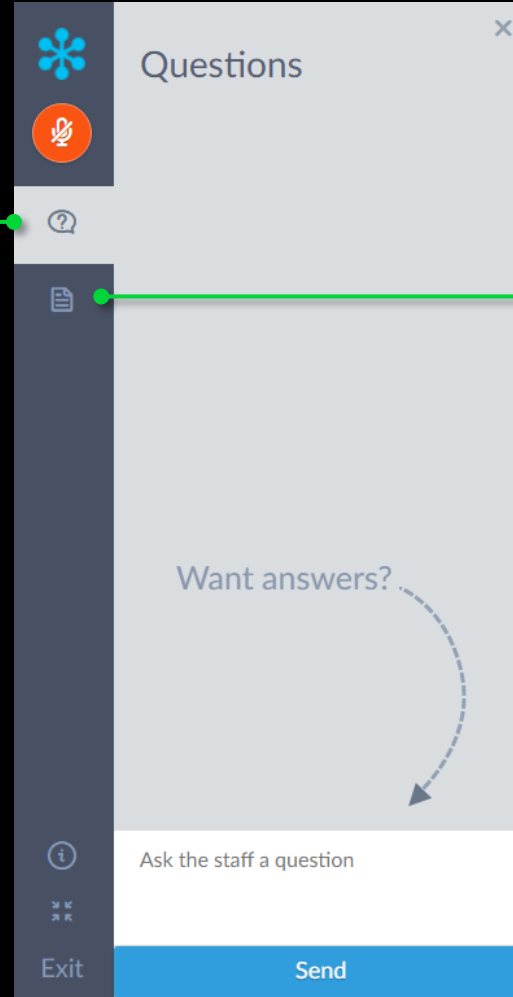
[Add text](#)

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Questions

Send us your questions



Download a handout

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