

Sage 50 Accounts **Report Designer 2025**

Introduction to Filters

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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. The 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

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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**
- **Demonstration**
 - text fields
 - numeric fields
 - data fields
 - multiple conditions
- **Further Support / Q&A**



Filters

Introduction

Multiple options to limit data included on a report

- Before running the report
 - selecting records
 - using the Filter / Search option
- When running the report - Criteria
- Built into the report - Filter

Tip: [Report Designer - #1 - Before you think about changes](#)



Demonstration



Find out more...



Help Centre - [Reports and layouts](#)

[Create or edit a filter on a document](#)

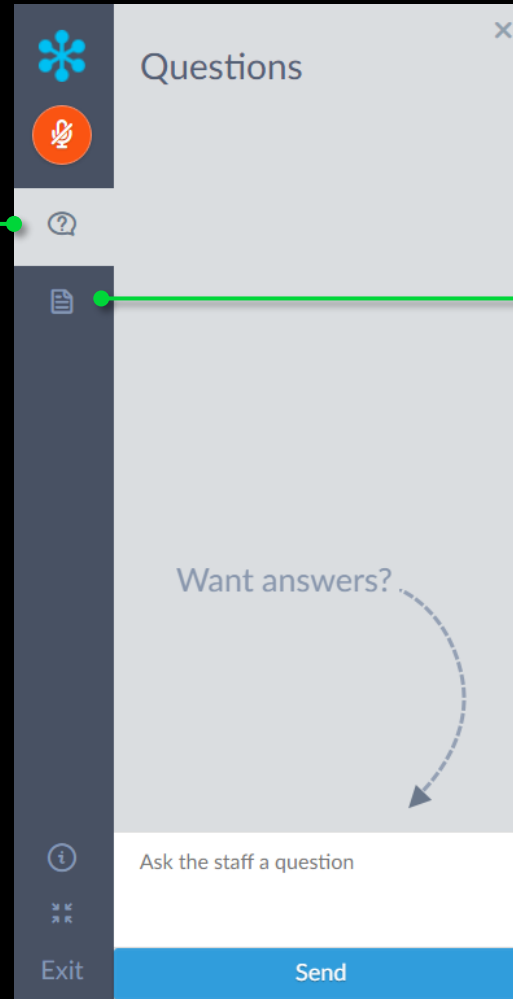
[Common Report Designer filters](#)

[How to add a section filter](#)

Questions

Send us your questions

Download a handout



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