

Sage 200 Report Designer

Report Writing in Sage 200

In just one day learn how to create your own high-impact Reports that incorporate data from Sage MMS/200. This will ensure your company can easily present vital information in ways that meet specific requirements.

Preparation :

You should be familiar with the operation of the system but you do not require a detailed knowledge of accounting data retrieval. It would be useful to have a clear idea of your reporting requirements and how these differ from the example reports supplied with the system

Booking



01954 213 999



01954 213 998



Sales@espi.net



**EsPI Ltd
Network House
St Neots Road
Dry Drayton
Cambridge
CB3 8AY**

www.espi.net

MMS & 200 Report Designer: Course Content

Basic Concept

Gain an overview of creating new reports, using the wizard, amending fixed reports, selecting variables, sorting information/sort priority, and laying out the page.

Expressions

Learn how to insert calculations into a report and change the presentation of information.

Subtotals and Grand Totals

Learn how to improve presentation totals, and how reports are formatted to give subtotals and grand totals; also, how to add subtotals and grand totals, and multiple sorts and groups.

Filters

Discover how to add filters to a report to select specific information.

Accounting Facilities

Learn to split debits and credits and how to produce meaningful transaction totals.

Criteria

Learn how to add time ranges to a report (ie date ranges, transaction number ranges).

Advanced Reporting

Learn about section filters and advanced criteria. Explore how to add additional sections to a report.

Creating Letters

Discover how to create overdue account letters using specific criteria and expressions and filtering specific information.

Creating Invoice Layouts

Learn how to amend an existing invoice layout to suit your own requirements.

Details

Duration: 1 Day
Times: 10AM to 4PM
Cost: £275+VAT
Lunch: Included



sage

Circle of Excellence

Booking Form

Please return completed form to:

Espi Ltd
Network House
St Neots Road
Dry Drayton
Cambridge
CB3 8AY

Dietary requirements please state:

- Vegetarian
 - Vegan
 - Gluten Free
 - Dairy Free
 - Other (Detail)
- _____
- _____
- _____

Other Contact Details:

 **01954 213 999**

 **01954 213 998**

 **Sales@espi.net**



Company Details

Company Name	
Address	
Postcode	
Telephone No	
Email	

Course	
Course Date	
Delegate Name	
Delegate Name	
Delegate Name	

Payment Details

- I enclose a cheque for the full amount
- I enclose a cheque for the deposit (£50 +VAT)
- I wish to pay by credit card (full amount)
- I wish to pay by credit card (deposit £50 + VAT)

NOTE: Full payment should be received no later than 14 days prior to the course date

NOTE: ELECTRON, SOLO, OR AMERICAN EXPRESS CARDS CANNOT BE ACCEPTED

Please call **01954 213999** (option 1) to pay by credit/debit card

Payments are due in full prior to course date. If booking less than 14 days prior to course date payment in full should be sent. All bookings are accepted on a basis that various charges will apply should you wish to cancel or re-schedule your booking. For details of these charges, contact Espi.