Report Designer

User Guide

Copyright statement

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Acknowledgements

Sage Report Designer uses the ANTLR language framework, built by Terence Parr at the University of San Francisco. Further information on ANTLR can be found at www.antlr.org.

Barcodes images are produced using software developed by Aspose, found at www.aspose.com.

Contents

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Report Designer

About Report Designer

Report Designer works with the data in your Sage software to analyse your business information. It includes a comprehensive set of tools that can be used to produce your own customised reports.

Types of report

You can produce a whole range of business documents.

- *Operational reports*.

  Reports that help you take action, such as picking lists, or sales order shortfall lists.

Where to next?

Getting started

- What's new in Report Designer on page 12.
- Using the workspace on page 19.
- Reports on page 28.
- Create a new report on page 37.

Next steps

- The structure of a report on page 54.
- Building your report on page 108.
- Generate and distribute reports on page 70.
- Arrange information on page 150.
- Making reports look good on page 176.

- *Management reports*.

  Reports that help you take business decisions, such fast-moving product and service reports.
- *Exception reports*.

  Reports that highlight any question marks over data.
- *Layouts*.

  Layouts are ideal when all you want to do is print onto pre-printed stationery such as invoices, statements, cheques and payslips.
- *Labels*.

  Labels for business use, such customer address labels for envelopes, the labelling of stock items or fixed assets.
- *Letters*.

  Personalised letters that thank your customers for their orders, or a list to remind you of outstanding payments.

Our report design service

Our Report Design Service team are specialists that are dedicated to designing and producing reports. The team can produce reports and layouts for anyone who has Sage 50 Accounts, or Sage 50 Payroll software.

To contact the team, choose **Help > Report Design Request**.

Examples

- Sage 50 Accounts on page 230.
- Sage 50 HR on page 252.
- Sage 50 Payroll on page 258.

What's new in Report Designer

What's new	Description
Easier setup for Internet email accounts.	New setup wizard to configure Internet Mail (SMTP) accounts.
New report email settings.	New report email settings to include BCC email addresses, and request delivery receipts.
Sage 50 Payroll examples in help.	New help topics for Sage 50 Payroll examples; including examples of expressions, conditional formatting, and filters.

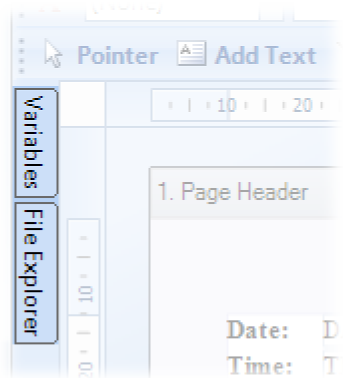
New layout in Report Designer

The new layout of Report Designer may look slightly different to what you have used before.

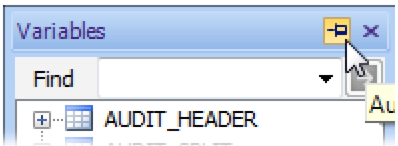
Viewing the panes

The panes on the side of the window are now initially hidden, to give you more room to work on the report.

To show a pane, hover over its tab at the side of the window.

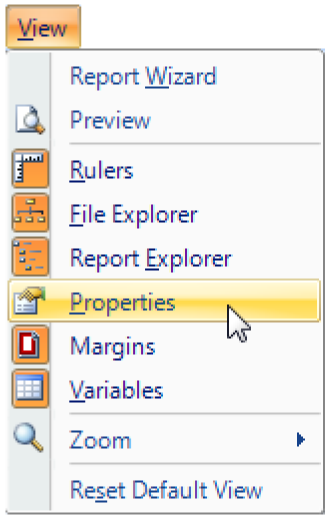


To keep a pane displayed, click the **Auto Hide** icon.



For more information about using panes, see Panes on page 20.

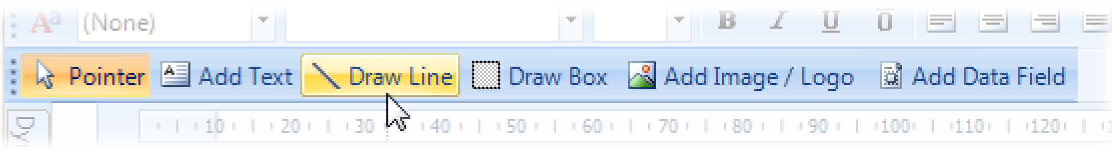
If you can't see a pane, you can display it by selecting it from the **View** menu.



New toolbars

The layout of the toolbars have been redesigned. If you can't see the toolbar you want, you can display more toolbars by right-clicking the toolbar area.

Also, you can now add boxes, lines, images and data from the toolbar.



For more information about using toolbars, see Toolbars on page 26.

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Getting started

- To find your way around Report Designer, see Finding features on page 17 and Using the workspace on page 19.
- To learn about using and creating reports, see Working with reports on page 29 and Create a new report on page 37.
- To set Report Designer preferences, see Options on page 46.
- To use the Report Browser in Sage applications, see Report Browser on page 49.
- For information on software updates, see Updates on page 51.

Finding features

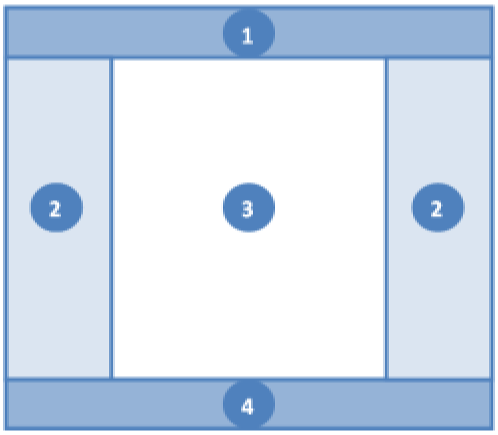
Tip: To reset the work area and panes to their original display, choose **Tools > Options**, then select the **Options** tab and enable **Reset Settings**. The changes will be made when you close and then start Report Designer again.

Feature name	Steps
Add a box	Select **Add Box** from the toolbar, then click and drag in the report to draw a box.
Add a filter	Choose **Report > Filters**.
Add a group	Choose **Sections > Add Section > Group Header And Footer**.
Add a line	Select **Draw Line** from the toolbar, then click and drag in the report to draw a line.
Add a section filter	Select the section in the report, then select **Filter** in the Properties pane and click the finder button.
Add a sort	Choose **Report > Sorts**.
Add a text box	Select **Add Text** from the toolbar, then click and drag in the report to draw a box. Click inside the box to enter text.
Add a data field (variable)	Select **Add Data Field** from the toolbar, or choose **Toolbox > Add Data Field**. Select a variable from the Variables pane, then click and drag in the report to draw a box.
Add an expression	Select **Add Expression** from the toolbar (or choose **Toolbox > Add Expression**), then click and drag in the report to draw a box. The Expression Editor will be displayed.
Add an image	Select **Add Image / Logo** from the toolbar. Click and drag in the report to draw a box, then select your image.
Add criteria	Choose **Report > Criteria**. *This feature is only available for:* Sage 50 Accounts, Sage 50 HR, Sage 200.
Advanced conditional	Choose **Tools > Options**, then select the *This feature is only available for:* Sage 50 Accounts, Sage 50 HR, Sage 200.

Feature name	Steps
formatting	**Options** tab and enable **Use Advanced Conditional Formatting**.
Change a group sort	Select the group header in the report, then select **Group Sort Direction** in the Properties pane.
Conditional formatting	Select the item in the report, then select **Conditional Formatting** in the Properties pane and click the finder button.
Data sources	Choose **Tools > Data Sources**.
Drill down	Select the item in the report, then select **Drill Down** in the Properties pane and click the finder button.
Email settings (report)	Select **Email Settings** from the toolbar, or choose **Report > Email Settings**.
Export	Choose **File > Export**.
Join Editor	Choose **Report > Joins**. *This feature is only available for:* Sage 50 Accounts, Sage 200.
Multi-printer settings	Select the report name at the top of the Report Explorer pane, then select **Multi-Printer Settings** in the Properties pane and click the finder button.
Page setup	Select **Page Setup** from the toolbar, or choose **File > Page Setup**.
Printer offsets	Select **Printer Offsets** from the toolbar, or choose **Tools > Options**, then select the **Printer Offsets** tab.
Printer setup	Choose **File > Page Setup**, then click **Printer**.
Rename a report	Select **Report Properties** from the toolbar, or choose **Report > Report Properties**.
Report Wizard	To create a new report, choose **File > New > Report**. To edit a report, choose **View > Report Wizard**.
Save report	Choose **File > Save / Save As / Save All**.
Server side reporting	Choose **Tools > Data Sources**, then click **Remote**.

Using the workspace

The layout of the Report Designer workspace is displayed below. Your layout may look slightly different, as the layout can be customised; for example, panes can be hidden or displayed, or moved to different locations.

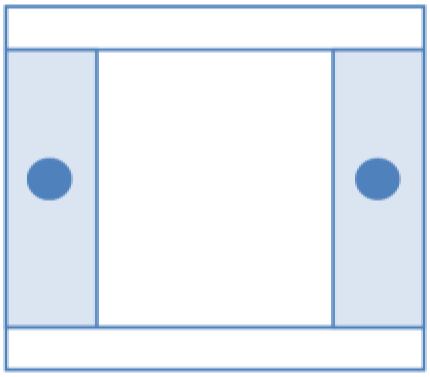


1. Toolbar.
2. Panes: Dynamic Help, Variables, File Explorer, Report Explorer, Properties.
3. Report editor.
4. Status bar.

Panes

Report Designer includes a number of panes for quick access to tools and functionality.

When you first use Report Designer, most of the panes will either be hidden or displayed as a tab. If a pane is hidden, you can show it by using the **View** menu.



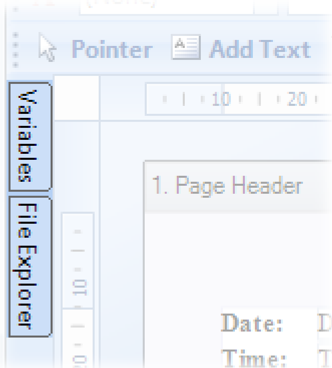
How do I display panes as tabs?

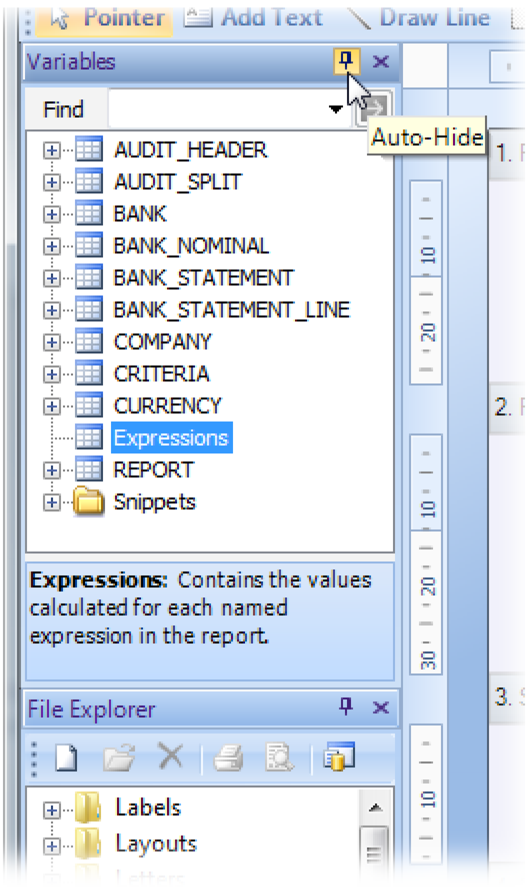
Each pane can be set to be displayed all the time, or it can be automatically hidden and displayed as a tab. To automatically hide a pane, click **Auto-Hide** in the top right of a pane; and to display a pane, click **Auto-Hide** again.

If a pane is displayed as a tab, move the mouse over the tab to display the pane.

Panes are displayed.

Panes are hidden.





I can't get the panes to appear

- If a pane is not visible, you can choose it from the **View** menu.
- If the pane still isn't visible, check that it isn't being automatically hidden and displayed as a tab at the edge of the window.
- If the pane still does not appear, you can reset the Sage Report Designer desktop view to its default. To do this, choose **Tools > Options**, then select **Reset Settings** and click **OK**. For these settings to take effect, you must then close and open Sage Report Designer.

Can I reset the screen layout back to its initial settings?

To reset the screen layout back to its initial settings, choose **View > Reset Default View**.

Panes

Properties

To display this pane, choose **View > Properties**.

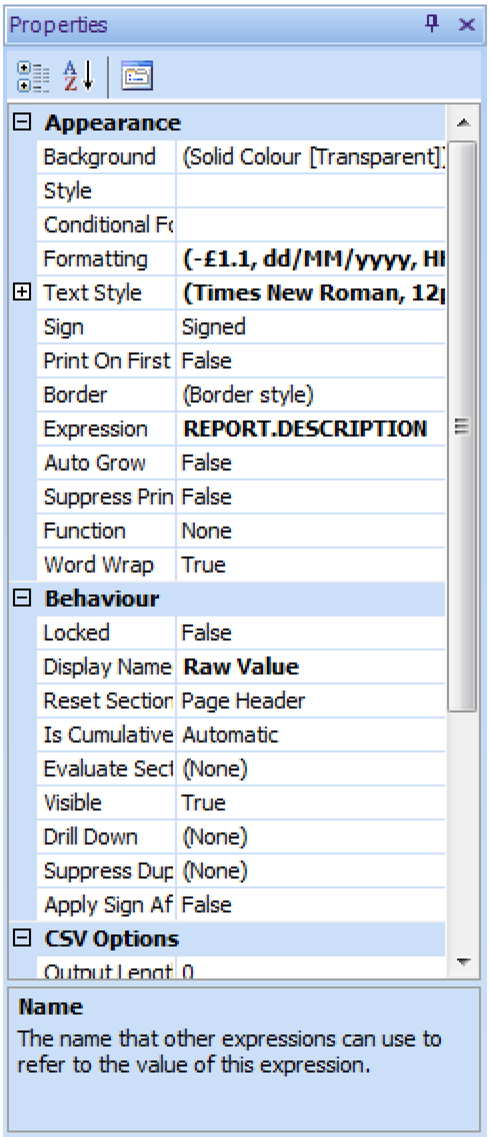
The **Properties** pane lists all the properties you can change for items and sections in a report.

The properties that are displayed in the pane will depend on the type of item that is currently selected in the report; e.g. the properties available for a text box will be different to a header section.

Properties can be listed by category or alphabetically; click the **Categorized** or **Alphabetical** icons.

> **Tip:** When you select a property, a short description is displayed at the bottom of the pane.

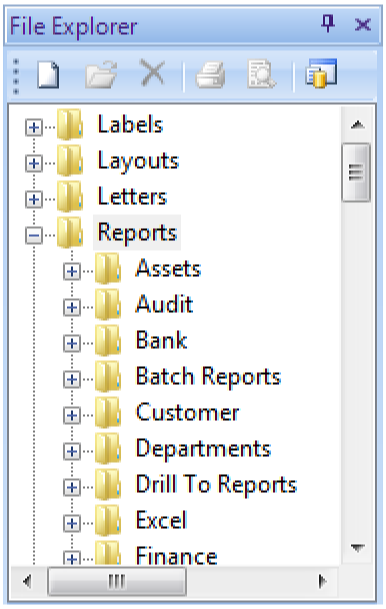
See Properties on page 186.



File Explorer

To display this pane, choose **View > File Explorer**.

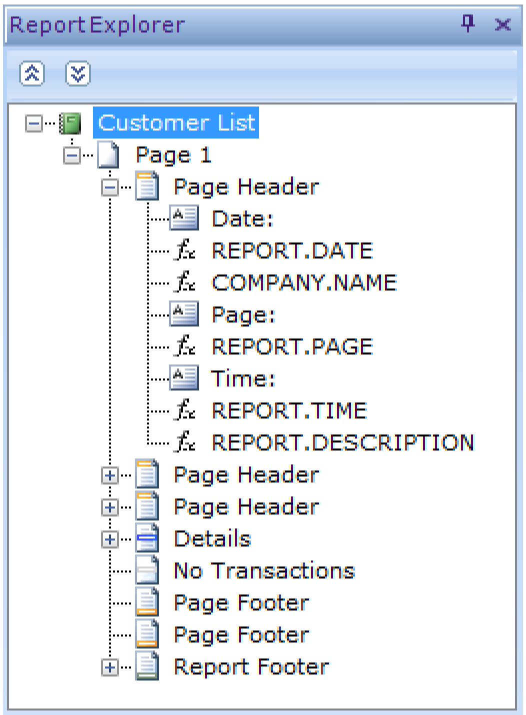
The **File Explorer** pane lists all available pre-set reports. To open a report, double-click one from the list.



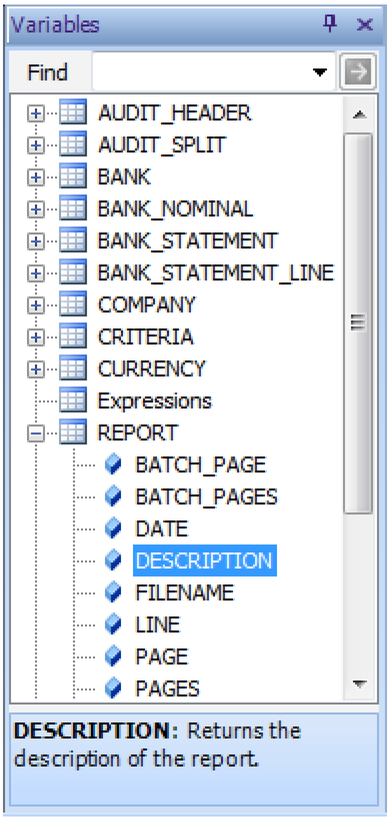
Report Explorer

To display this pane, choose **View > Report Explorer**.

The **Report Explorer** pane shows the structure of your report, including all the pages, sections and items. You can double-click sections to show the variables within them. When you select an item in Explorer, that item is also selected on your report layout.



Variables



To display this pane, choose **View > Variables**.

The **Variables** pane lists all the tables, variables and snippets available for your report.

You can search for variables by using the **Find** box at the top of the pane.

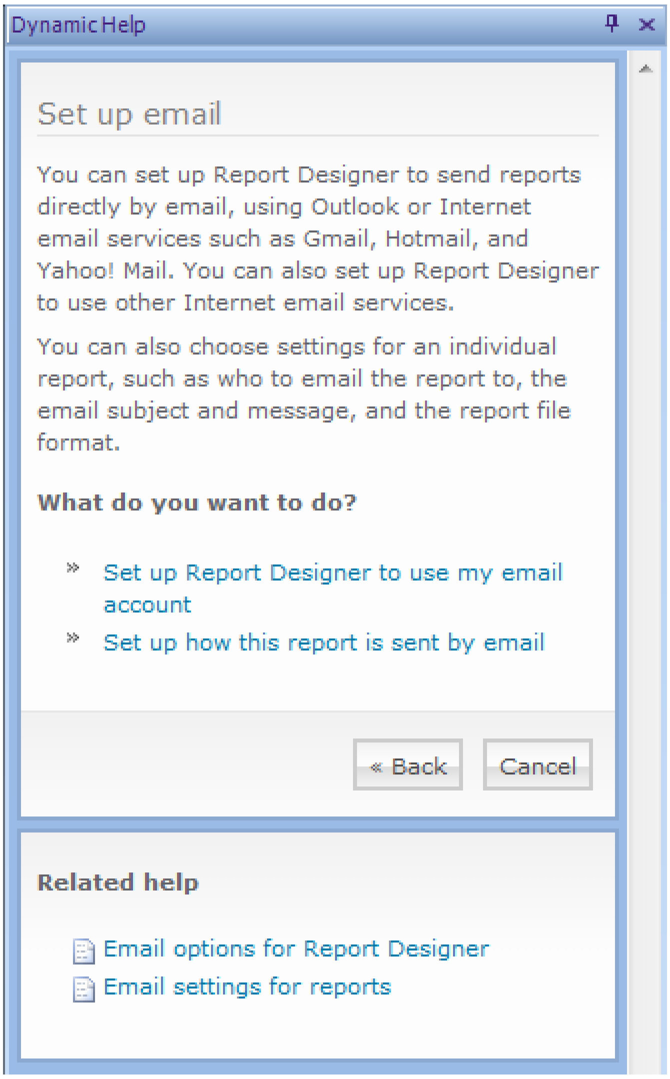
Use the **+** and **-** icons to expand and collapse items in a pane.

See Variables (data fields) on page 60.

Dynamic Help

To display this pane, choose **View > Dynamic Help**.

The **Dynamic Help** pane provides help with common tasks in Report Designer.

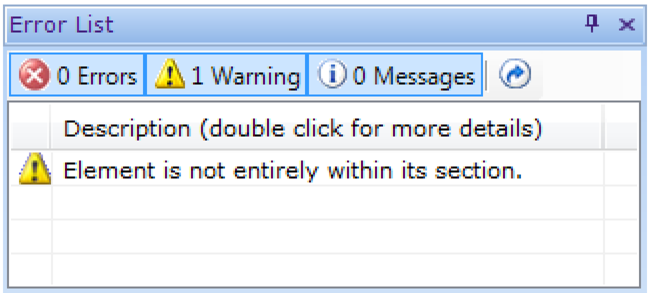


Error List

To display this pane, choose **View > Error List**.

The **Error List** pane shows any errors in your report. To view the Error List, right-click the toolbar area above your report and select **Error List**. The Error List pane appears at the bottom of your report.

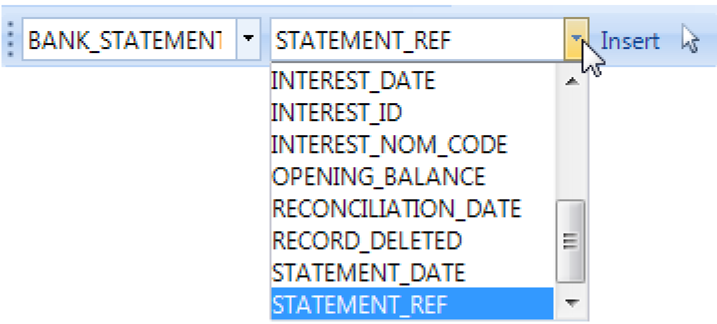
To find the error, double-click on an error to locate it in your report.



Toolbars

Report Designer provides several toolbars for commonly used tasks. Additional tasks are available from the menu.

- To hide or show toolbars, right-click the toolbar area and select the toolbar.

Toolbar	Description
General	Use this toolbar for commonly used tasks; such as save, print, and report properties.
Alignment	Use this toolbar to align, centre, and change the order of items.
Clipboard	Use this toolbar for working with the clipboard; such as cut, copy, paste, undo and redo.
Formatting	Use this toolbar to apply text formatting, alignment, or styles. See Styles on page 177.
Toolbox - Basic	Use this toolbar to access more commonly tools from the **Toolbox** menu; such as adding text, boxes, lines, images, and data fields.
Toolbox - Advanced	Use this toolbar to access remaining tools from the **Toolbox** menu; such as adding barcodes, expressions, and subreports.
Variable	Use this toolbar to add variables to your report. Select a variable table and variable from the toolbar lists, then click **Insert**. 
View	Use this toolbar to access view controls such as the zoom settings and rulers.
Group and Lock	Use this toolbar to group or lock items in your report.

Status bar

The Status bar at the bottom of the screen displays: the coordinates of your cursor on your report layout, **Designer** and **Preview** mode icons, the report page number, and the zoom setting.

Reports

Use the topics in this section to get started with opening and editing reports in Report Designer.

Working with reports

Report Designer comes with a good selection of standard reports and layouts. Most people start reporting by choosing a standard report, which they use immediately or open and amend slightly.

The following sections will help you get started with Report Designer:

Open reports

The following refers to reports but it is the same for letters, layouts or labels.

- Select the report in your main Sage software, then click **Edit** (or **Open**).

  This feature is only available for:
  Sage 50 Accounts, Sage 50 HR.

- In Report Designer, choose **File > Open** and browse for the report you want to open.

Working with older reports?

From Sage Report Designer 2007, the file extension of reports changed. Any reports you may have with an old file extension are converted to use the new file extension. This is done for you when you generate reports.

> **Tip:** You may need to amend the appearance of your report. If you do make changes, save the report by choosing **File > Save As**.

Create reports

If you can't find a standard report that is similar to what you want, you can create your own report using the Report Wizard. The wizard is ideal for getting most of the information you want into your report. Then you can tweak the report to get it just right.

- To start the Report Wizard, click **New** from the toolbar, or choose **File > New > Report**.

When editing a report, you work in **Designer** mode, which shows all the items used to build your report.

Save reports

The standard reports that comes with Report Designer are protected. Although you can't overwrite them, you can save copies of them by choosing **File > Save As**. You can save:

- A report for future use, which is the most common way people save reports. The next time the report is opened it will use the latest data from your Sage software. The report is stored as a *.report file.
- A snapshot of the report, which is useful if you need a record of historical information. The next time you open the report it will show the data when the report was saved (not the current data). The report is stored as a *.datareport file.

> **Tip:** To save yourself time looking for any report you will use regularly, add them to your Favourite reports list.

Print and preview reports

Most people prefer to print their final reports from their main Sage software such as Accounts or Payroll but you can print and preview from Report Designer.

- To preview your report, click **Print Preview** from the toolbar.

  > **Tip:** When previewing your report you can make some final adjustments to improve its look. You can resize and move items as well as change their style, such as colour and font. However, to make advanced changes, you will need to return to Designer mode. To do this, click **Designer** from the toolbar, or choose **View > Designer**.

- To print the report, click **Print Preview** from the toolbar. The Criteria Values window appears. Enter the range of records you want included in your report and click **OK**. When the report appears, choose **File > Print**.

  > **Note:** If you don't enter criteria all records are included in the report.

There are many settings you can use to tweak your reports to get them right when printing. See Print reports on page 71.

Distribute reports

Reports are wasted unless they are read. You can do more than just print them; you can generate reports in a number of useful formats such as PDF or HTML. The format you choose depends on what you want to do with the report. See Export reports on page 94.

Change report name or description

You can set a **name** and a **description** for your report. These are displayed in your Sage software, so using meaningful names and descriptions will help people find the right report.

Change the report name or description

1. Select **Report Properties** from the toolbar, or choose **Report > Report Properties**.
2. Enter a title for the report in the **Report name**.

   > **Note:** You cannot change the name of the standard reports supplied with your Sage software, you can only change the name of your own reports.

3. Enter a summary of the report in the **Report description**.

Favourite reports

Introduction

Use Favourite reports to quickly find reports that you use regularly.

With some Sage software, you can open the **Favourites** menu in your main Sage software and select the report that you want.

You can also add Favourite reports from the Report Browser. To add a report to your Favourites list, click the Favourite icon; the icon will change to show the report is now a Favourite.

Add a report to Favourites

1. In the File Explorer pane, browse the **Reports** folder until you find the report you want to add to the **Favourites** menu.
2. Right-click the report and choose **Add to Favourites**.

Remove a report from Favourites

1. In the File Explorer pane, browse the **Favourites** folder to find the report.
2. Right-click the report and choose **Remove from Favourites**.

Arrange report information

Use the table below as a quick reference tool.

Action	How?
Align information	Select an item and choose **Format > Alignment**; or click **Alignment** from the toolbar. Select the option to align the item into position. **Tip:** You can use a grid to align information. Choose **Tools > Options**, then from the **Snap To Mode** drop-down list, select either: ▪ **SnapToGrid**: Anything you drag to a new position automatically fits to the nearest grid line. ▪ **SnapToLines**: Blue guidelines appear when the information you move aligns with those around it.
Group (link) information	Grouping items allows you to treat them as a single object, for example so they can be moved together in a report. Select the items that you want to group together, then choose **Format > Grouping > Group**.
Lock information	You can lock items to stop them from being moved. This is useful when you use pre-printed stationery, as it ensures that items are not moved accidentally and remain in the right position for printing. Select the item that you want to lock, then choose **Format > Locking > Lock**. Alternatively, from the Properties pane, set the **Locked** option to **True**. **Tip:** To unlock, select the locked information then choose **Format > Locking > Unlock**.
Make information the same size	Select the items that you want to make the same size. Choose **Format > Make Same Size**. **Tip:** The items are resized to match the first item selected.
Move information	Select the item that you want to move. Hover over the border of the item so that the pointer changes to an arrow, then drag the item to a new position. Alternatively, you can use the arrow keys on your keyboard.
Move an item forwards or	To move the position of an item so that it is in front of or behind other items, use **Format > Order**.

Action	How?
backwards	**Tip:** The Report Explorer lists overlapping information in the order that they are positioned. Click the Report Explorer pane. Select the appropriate Page and Section to view this information.
Resize items	Select the item you want to resize. Small squares appear on the border around the item. Click and drag on these squares to resize the item.
Select information	Select **Pointer** from the toolbar, or choose **Toolbox > Pointer**. ▪ To select a single item, click the item once. ▪ To select several items, click the first item then hold down *Shift* or *Ctrl* and click other items. Alternatively, drag a box over the items you want to select. ▪ To select all items, choose **Edit > Select All**. ▪ To select horizontal rows, hold down *Ctrl* and click to the left of the information row. ▪ To select vertical rows, hold down *Ctrl* and click above the information column.

Learning more about reports

Building your reports

- Construct expressions to tell Report Designer what to include in your report.
- Add headings to introduce information in your report.
- Add totals to a group of information in a report or a grand total to the whole report.
- Add page numbers to a single report or a whole print run.
- Insert images to include your company logo or branding, or perhaps pictures of your business contacts.
- Add text, boxes and lines to add impact and clarity to a report.
- Password protect PDF reports when working with confidential or sensitive information, such as employee payslips, customer statements, and company financial reports.
- Use a drill down link, which the reader can click to display additional information.

Arrange information

- Group information that share something in common, rather than displaying everything in a simple list.
- Sort information into a logical order, such as post code or name.
- Filter information so that unwanted information is always excluded from a report.
- Use criteria to allow the reader to choose what information is included in the report when it is generated; such as selecting a date range.

Making your reports look good

- Use styles to quickly change a report's appearance and give all your reports a consistent look.
- Exclude information or only showing information of interest when a condition is met using conditional formatting.
- Add emphasis to highlight important information or include a warning message when a condition is met, using conditional formatting.
- Change the data format or lock information in a report so it can't be moved accidentally. See Properties on page 186.

Distributing reports

- Email reports to individuals or groups.

Create a new report

The Report Wizard guides you through the steps of creating a new report, layout, letter or label document.

The wizard is ideal for getting most of the information you want into your report. Then you can tweak the report to get it just right.

- To start the Report Wizard, click **New** from the toolbar, or choose **File > New > Report**.

Document type (Report wizard)

To help get you started, there are a number of preset document types, each containing an appropriate selection of fields and criteria. Select the document type that is the nearest match for your requirements; you can modify the report later if you need to change anything that you choose in the wizard.

1. Select an appropriate document type.

   The document types are grouped into folders; **Report**, **Layout**, **Letter** and **Label**.

2. To continue, click **Next**.

Select fields (Report wizard)

Introduction

Each item of information is known as a *variable*; these contain information such as dates, addresses and values that are stored in your data.

Variables are grouped into named *tables*, and the variables in each table are all related; for example, the customer table will contain variables about the customer, such as their name or the date they were last contacted.

Add variables to your report

To select the information that you want to appear in the report:

1. Select **+** to open a table.
2. Select the variable that you want to use in the report.

   > **Tip:** Hovering over the variable name will display a short description.

   - You can set the **Width** or **Output length** of the variable, or use the default values.

3. To add the variable to the report, click >.

   The variable is added to the **Fields on the report** list.

   - To remove a variable from this list, select it and click **<**.

   > **Tip:** To add all the variables in a table, select the table and click **>**.

4. To rearrange the order that variables will appear in the report, select a variable from the **Fields on the report** list, then click the up and down arrows.
5. When you have added all the variables that you need, click **Next**.

> **Note:** You can add or remove variables in your report after finishing the report wizard. See Variables (data fields) on page 60.

Grouping (Report wizard)

Introduction

You can divide the information in your report by using *group* sections; for example, you may prefer to see a list of contacts grouped by town or city.

Each group section in your report has a header at the start of the information set, and a footer at the end. For example, the group header might show a title for that group, and the footer might show a subtotal for the group.

The group header and footer are placed either side of the details section, which is the main body of the report.

Multiple levels of grouping can be used; for example, a list of contacts could be grouped by type (private, corporate, government), and then by city or town.

As the group section will sort information into sets, the group sort will take priority over any sorts that are applied to information within the group. You can set up sorts in the next stage of the wizard.

Add groups to your report

To add group sections to your report:

1. From the **Fields on the report** list, select the variable that you want to group the section by.
2. To add the variable to the **Fields to group by** list, click **>**.
    - To remove it from the list, select it and click **<**.
3. When you have finished adding groups, click **Next**.

> **Note:** You can add or edit group sections in your report after finishing the report wizard. See Group information on page 151.

Sorts (Report wizard)

Introduction

Use sorting to set the order that information is displayed in the report; for example, you may want to have a contact list sorted alphabetically by name.

A sort is applied to the information inside all sections of a report. In group sections, the sort will affect the order of information inside the groups, but not the order of the group sections themselves.

Add sorting to your report

To add sorts to your report:

1. From the **Fields on the report** list, select the variable that you want to sort by.
2. To add the variable to the **Fields to sort by** list, click **>**.
    - To remove it from the list, select it and click **<**.
3. When you have finished adding sorts, click **Next**.

> **Note:** You can add or edit sorts in your report after finishing the report wizard. See Sort information on page 155.

Totals (Report wizard)

Introduction

You can use totals to sum numeric variables in your report. Totals that you add with the Report Wizard are placed in the report footer section.

Add totals to your report

To add totals to your report:

1. From the **Fields on the report** list , select the variable that you want to total in your report. Only numeric variables can be selected.
2. To add the variable to the **Fields to total** list, click **>**.
    - To remove it from the list, select it and click **<**.
3. When you have finished adding totals, click **Next**.

> **Note:** You can add or edit totals in your report after finishing the report wizard. See Totals on page 111.

Criteria (Report wizard)

Introduction

Criteria control the information that your report displays. Without criteria, your reports would contain information from every record in your data.

You can use criteria to select the range of information that you want in your report; for example, you may find you want to query your report to view a particular range of information, say between certain dates.

You can select which criteria can be set by people viewing your report.

Set criteria for your report

To set the criteria for your report:

1. To add or remove criteria from the **Selected criteria** list, click **>** (add) or **<** (remove).

   All the available criteria are automatically added to the **Selected criteria** list for your report, but their **State** will initially be set to **Disabled** so they will not be available.
2. To set the state for each criteria, double-click its **State** column.
   - **Disabled**: The criteria will not be used or displayed when viewing the report.
   - **Enabled**: Enable criteria so that every time you generate the report you will be asked to select the range of information for that criteria.
   - **Preset**: Use preset criteria so that every time you generate the report it uses the same criteria. The criteria is always applied to the report, and you are not prompted to confirm or amend the criteria.

     Note: You will be prompted to set the preset value when you click **Next**.
3. When you have finished setting the report criteria, click **Next**.

Note: You can add or edit criteria in your report after finishing the report wizard. See Using criteria to query reports on page 161.

Report options (Report wizard)

Before finishing the wizard, set some options for the report.

- Enter the **Report Name**.
- If you want to use a template with the report, click **Select Template**.

  Using a template applies an image of the stationery to the report, to help you design the layout.

  If you want the template to be printed with the report, select **Enable printing of template**.

  See Templates for Sage stationery on page 74.

Data source (Report wizard)

If you are creating a new subreport, select the data source for your report.

1. Select the data source from the list.
    - To edit the data sources, click **Data Sources**.

      See Manage data sources on page 103.
2. To continue, click **Next**.

Options

Getting to this window

Choose **Tools > Options**.

> **Note:** For **Email** tab options, see Email Setup Options (details) on page 88.

Options tab

Setting	Description
Measurement	Controls the measurement unit used in Report Designer. You can select the units as inches, millimetres, points, or **Document** (a unit measurement used in other software, such as Word).
Snap To Mode	You can align information on your report using grid line, which is invisible in the final report. Choose from: ▪ **SnapToGrid**: Information you drag to a new position automatically fits to the nearest grid line. ▪ **SnapToLines**: Blue guidelines appear when the information you are moving is aligned to the information next to it.
Grid Size	Only used for **SnapToGrid** mode. You can increase or reduce the horizontal or vertical distance between the grid lines.
Show Grid	Only used for **SnapToGrid** mode. This controls whether the grid is visible when working with your report in **Designer** mode.
Use Element Tooltips	Enable this option to display *tooltips*; these are small pieces of information that pop up to describe items on your report when you hover your cursor over them.
Keep selected Toolbox Item active	This option is useful if you are going to add a number of the same type of item to report, as it keeps the last **Toolbox** menu item selected until you choose a different item.
Use Advanced Conditional Formatting	Conditional formatting is used to draw attention to, or ignore, information when a condition is met. Advanced conditional formatting is used when several conditions are needed. See Conditional formatting on page 223. *This feature is only available for:* Sage 50 Accounts, Sage 50 HR, Sage 200.

Setting	Description
Use Active Complete	Enable **Use Active Complete** to automatically suggest titles and totals when you add variables and expressions to your report. See Active Complete on page 227.
Sort Column List	Enable this option to list variables alphabetically in the Variables pane.
Prompt to Change Styles	When this option is enabled, if you change the font properties of an element that uses a style, a prompt will be displayed to ask you if you also want to update the style.
Use Tabbed Drill Down	Enable this option to display drill down reports in a new tab, when you preview a report in your main Sage software. Disable this option if you want the drill down report to be displayed in a separate preview window.
Spell Check Language	Report Designer can use a UK or US English dictionary, which will be set at installation according to your PC's locale settings.

Printer Offsets tab

Setting	Description
Printer	Select the printer that the offsets (margins) will be used for, if you are going to set Printer-specific offsets.
Printer-specific offsets	Set the left and top offsets to be used for all reports printed using the selected printer. These offset settings will only be used for the selected printer. You can select different printers and set the offsets for each individual printer. The offsets will be used when printing all reports from this printer. **Note:** The total offset will be a combination of both the report and printer offsets.
Report-specific offsets	Set the left and top offsets to be used for the current report. These offsets will only be used for the current report, and will be used when the report is printer from all printers. **Note:** The total offset will be a combination of both the report and printer offsets.

Scheme tab

Setting	Description
Current Scheme	Controls the colour scheme displayed while working in Report Designer.

This feature is only available for:
Sage 50 Accounts, Sage 50 Payroll.

Report Browser

Introduction

The Report Browser is used to manage your reports from your main Sage software.

The Report Browser is displayed when you choose the report option from your Sage software. The reports displayed are related to the area or module that you were working in, and are grouped into folders by category.

You can

- Preview the report to check it's correct.
- Add reports to your list of Favourites.
- Open the report and edit its layout.
- Change the report name and description.
- Create a new report, which opens the Report Wizard.
- Choose how you want the report to generate - print, file or email.

Using the Report Browser

- To select a report, first select a category folder, and then select the report.

  > **Tip:** If you cannot find a report, remember that Report Browser only shows reports that are related to the area or module that you were working with in your Sage software, before you opened the Report Browser.

- To create a new report, click **New** and follow the steps in the Report Wizard.
- To edit a report, select the report and click **Edit**.

  > **Note:** You cannot save a pre-set report, but you can save it as a new report.

- To delete a report, select it and click **Delete**.

  > **Note:** You cannot delete a pre-set report, only reports that you have created.

- To edit the report name or description, right-click the report and select **Change name and description**. See Change report name or description on page 31.
- To make a copy of the report, right-click the report and select **Copy Report**. Enter a name and description for the new report.

- To print or preview a report, select it and click **Print** or **Preview**, then enter the criteria for the report if appropriate. See Print reports on page 71.
- To export a report and save it in a different format, select it and click **File**.

  See Export reports on page 94.
- To send the report in an email, select it and click **Email**.

  See Email reports on page 78.
- To add the report to your list of Favourites, click the Favourite icon; the icon will change to show it has been added to your Favourites. To remove the report from your Favourites, click the icon again.

  Favourite reports are highlighted in the folders, and also listed in the **Favourites** folder.

  > **Note:** With some Sage software, you can open the **Favourites** menu in your main Sage software and select the report that you want.
- You can filter the list of reports to show reports that contain a certain report tag. To filter the reports by a tag, select the tag from the list on the toolbar. To show all reports again, select **All**.

  > **Note:** If you change the tags in your report when the Report Browser is open, this will not be reflected in the Report Browser until you view a different report folder.

  See Report tags on page 209.

Updates

About software updates

Sage software updates are changes to your software designed to resolve issues or improve performance. They are safe and secure and are great for keeping your software up-to-date with the latest improvements.

There are three stages to updating your software:

- Your Sage software checks for updates.
- Available updates are downloaded to your computer.
- You install the update on your computer.

Check for updates

To check for updates:

1. Choose **Help > Check for updates**.
2. If an update is available, you can choose to download and install the update.

Q: Updates

Click a question in the list to see the answer:

General

How do I control when updates are checked or downloaded?

Your software may allow you to control how often it checks for updates and whether updates are downloaded.

The update options that are available will vary according to the Sage software that you are using. For more information, see the help supplied with your Sage software.

Are updates secure?

Sage software updates are open to anyone using your Sage software, regardless of access rights.

During an update, sensitive information is not transferred from your computer to Sage. The information that is transferred is used only to check for available updates. We will not use this information for any other purposes, and we will not share this information with any other companies or organisations.

Why do I keep getting Windows security prompts?

This is due to Windows security settings on your computer. Unless you have certain privileges you may:

- Need to confirm you want to proceed with the update.
- Not be able to proceed with the update.

I get a message saying the service cannot be contacted

- Ensure that you have a connection to the Internet, and that you can access the Sage servers (try browsing to `www.sage.com`).
- If you use a proxy server to act as a security barrier between your network and the Internet, check that the proxy settings are correct. The software update service uses the same proxy settings as Internet Explorer.
- If you use a firewall to act as a security barrier between your network and the Internet, ensure that `update.sage.com` and `download.sage.com` are registered as *allowed sites* (you can use `*.sage.com` if this is easier).

How much does it cost to use software updates?

There is no charge payable to Sage. Depending on your Internet connection, phone charges and Internet charges may apply.

Downloading updates

I get an error when downloading a software update

If you get an error when downloading an update:

- Try downloading the update again.

  The problem may simply be due to an intermittent error and may resolve itself when you try again.
- Check your Internet connection.

  If your program can't connect to the Internet then it can't check for and download updates.

Do I need to download all available updates?

We recommend that you download all available updates ready to be installed. If an update depends on another, Sage software updates will let you know.

If you don't want to download a particular update, clear the relevant box. Updates that you choose not to download will appear the next time your software checks for updates.

How long will a download take?

This depends on the size of the software update and the speed of your Internet connection.

The update's **Details** includes a guide to how long the update will take to download. During the download, the progress and approximate time to complete are displayed.

Installing updates

Do I need to install all downloaded updates?

We recommend that you install all available updates. If one update depends upon another, Sage software updates will let you know.

If you don't want to install a particular update, clear the check box for that update.

Will I need to restart my computer?

This depends on the update being installed. If a particular update requires your computer to restart, you will be asked whether you want to restart now or later. In any case, you must close your Sage software before you install any updates.

My company has multiple licences; do I need to update each computer?

We recommend that each computer uses the same Sage software update/version.

3

The structure of a report

- To learn how the report is built from different sections such as details, header and footer; see Sections on page 55.
- To learn how to add information from your company data in your report, see Variables (data fields) on page 60.
- To learn how to link the information in your company data for analysis in reports, see Join tables on page 65.

Sections

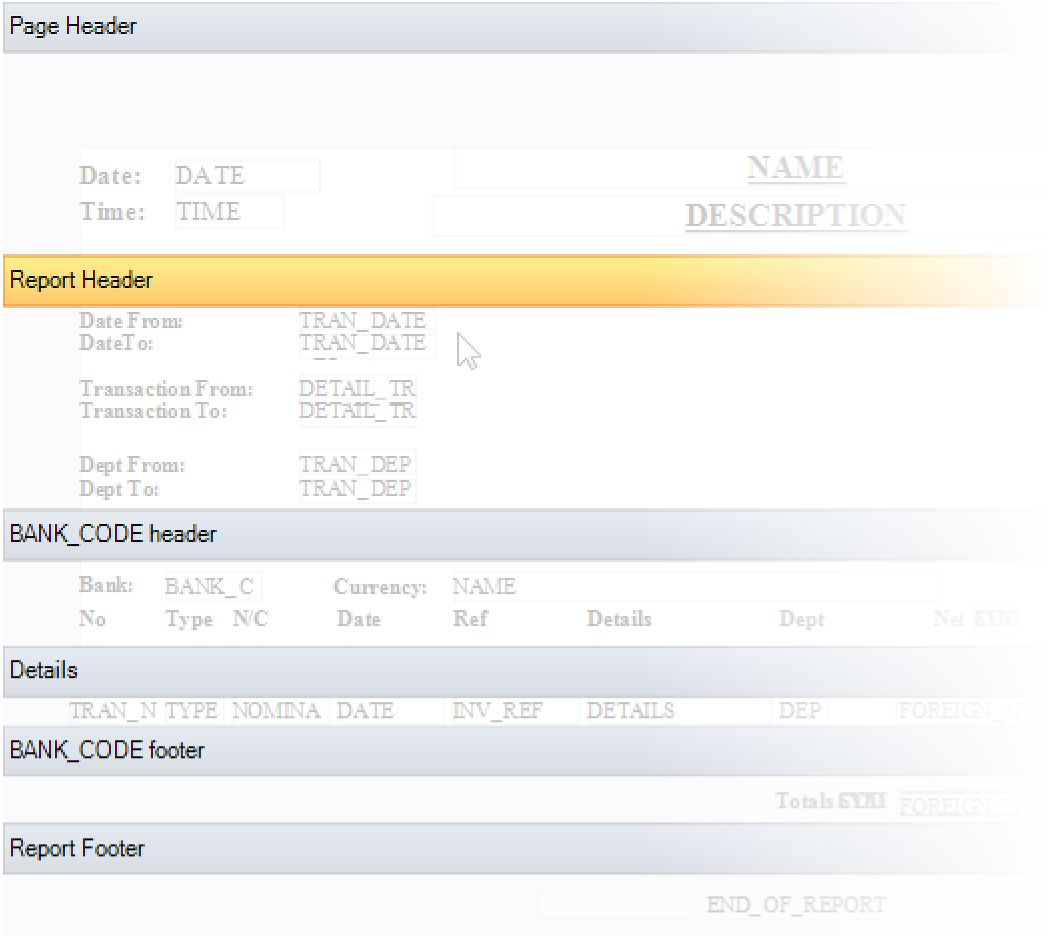
Introduction

Sections control the layout of your report. Calculations, text and graphics used to generate the report are placed in sections. When the report is generated, information such as report headings, page numbers and the body of the report are laid out in the right position.

There are a number of sections that can make up the structure of a report.

Section	Description
Details	The details section is typically the main body of the report.
Report Header and Footer	The report header and footer contains information that is only needed on the first and last page of the report; such as the report title, grand totals, or an 'end of report' banner.
Page Header and Footer	The page header and footer contains information needed on each page of a report, such as column titles and totals.
Group Header and Group Footer	A group header and footer is used to divide report details into groups of information that share something in common.
No Transactions	If you include records with no transactions, they are displayed in this section.

A report can contain many header and footer sections that can be reordered. For example, a report header can be placed either before or after the page header on the first page.



You can

- Add headers (titles) and footers (page numbers) to a report.
- Control how the information in the section is presented, such as whether the information in the section is visible and the space it takes up in the report.
- Use groups to divide the report information into separate sets.
- Filter unwanted information from the report.
- View the sections in a report more clearly using the Report Explorer pane, which shows every part of the report in a tree structure.

Using sections

- To add a section, choose **Sections > Add Section > Report/Page/Group Header and Footer**.

  If you add a group section, you can build an expression to select the information displayed in the group. See Expressions on page 122.

- To change the order of the sections in the report, select a section then choose **Sections > Move Section Up / Down**.

> **Tip:** You can use Active Complete to automatically add headings to the report when you add a variable or expression.

Q: Sections

Click a question in the list to see the answer:

How do I move a section?

Select the section you want to move. Choose **Sections > Move Section Up / Down**.

How do I delete a section?

Select the section. Choose **Sections > Delete Section**, then click **Yes**. Both the section header and footer are removed from the layout.

> **Note:** The details section can't be deleted. If you prefer not to see the details section it can be hidden. To do this, select the section, then from the **Appearance** area of the Properties pane set the **Visible** option to **False**.

How do I add a total to a section?

Select **Add Expression** from the toolbar, or choose **Toolbox > Add Expression**. Click the report where you want to add the total. The Expression Editor opens. Drag the variable you want to use for the total from the **Fields** pane into the left-hand pane, then click **OK**.

> **Tip:** Ensure the **Function** property for the total is set to **Sum**; this can be found in the Properties pane.

How do I select more than one section to work on?

Hold down *Shift* and select each section you want. When selected the section title band appears orange. Otherwise it appears blue.

How do I stop the information in a section from printing?

Select the section you want to work with. From the Properties pane, set the **Suppress Printing** option to **True**.

The section is hidden from preview and print but still visible in design mode.

How do I resize a section?

Select the section. From the Properties pane, change the value in the **Height** option.

Alternatively, select the section then move your cursor to the dividing banner between this section and the lower section. Click the dividing banner and drag the line up or down to set the desired size.

How do I hide the information in a section?

Select the section you want to work with. From the Properties pane, set the **Visible** option to **False**.

The section is hidden from design, preview and print.

How do I force footer information to the bottom of the page?

Select the section. From the Properties pane, set the **Align to Bottom** option to **True**.

How do I check if there are hidden sections in the report?

View the report structure using the Report Explorer pane. Every part of the report is displayed in a tree structure.

To open the pane, choose **View > Report Explorer**.

Variables (data fields)

Introduction

Variables can be used to get information from your data, such as dates, addresses and values into your reports. Variables are also known as *data fields*.

Variables are grouped into named *tables*. Each table contains related information of a particular type; for example, a company or a customer. Each variable in that table contains one piece of information; for example, the company name, or the date a customer was last contacted.

For example, a reference to `COMPANY.NAME` means the table name is `COMPANY` and the variable name is `NAME`.

In addition to the tables that contain your data, there are two tables that contain variables related to the report:

- The `REPORT` table contains variables which are specific to the report. For example, the current page or the time at which it was created.
- The `CRITERIA` table contains information about the records included in the report. For example, the range of customers or employees.

You may also find variables of the same name in different tables, but these are not the same. Remember that each table stores information about a different thing, so `Name` in a customer table and `Name` in a product table are different.

You can

- Add or delete variables from a report.
- Move or resize a variable.
- Change the look of the variable in the finished report (e.g. colour, font, size).
- Create formulas by combining variables with numbers and mathematical symbols; this is known as an expression.
- Sort variables in a report to change the order of information.
- Set criteria for a report based on its variables, if you want to be more selective about the information that appears in the final report.
- Filter records from a report to omit those of no interest.
- Add conditional formatting to a variable to make it stand out in a report; perhaps you want to highlight certain information.

Add a variable to your report

To add a variable to your report:

- Select **Add Data Field** from the toolbar, or choose **Toolbox > Add Data Field**.
- From the Variables pane, select the table and variable and drag it onto your report layout.

  > **Tip:** You can search for a variable by entering its name in the **Find** box at the top of the Variables pane.

- If you can't see the table you want, use the Join Editor.

  > *This feature is only available for:*
  > Sage 50 Accounts, Sage 200.

> **Tip:** If you are not sure you have chosen the right variable, view its description in the information pane below the Variables list or hover your cursor over the variable.

Q: Variables (data fields)

Note: *Variables* are also referred to as *data fields*.

Click a question in the list to see the answer:

How do I copy a variable in a report?

Right-click the variable and choose **Copy**, then right-click then choose **Paste**.

How do I delete a variable?

Select the variable then press *Delete*.

I want to choose variables as I did in a previous version of Report Designer

1. Right-click a blank section of your toolbar.

   The Toolbar menu appears.
2. Click **Variable**.

   Drop-down lists of available tables and variables appear.
3. Choose a table and variable from the drop-down lists.
4. Click on **Insert**.
5. Click and drag on your report to draw where you want to place the variable.

   Alternatively, click once on your report where you want to insert your variable. Then select **Pointer** from the toolbar. You can now move, resize and amend your variable.

Why is a variable displayed as a number instead of a description?

Some variables use numbers that have a particular meaning, for example, 1 may represent 'true' and 0 'false'. These variables are referred to as *coded variables*.

To display a variable using its description:

1. Select the variable.
2. From the Properties pane, click the **Display Named Values** drop-down list and select **Readable Value**.

For examples of coded variables, see:

- Sage 50 Accounts example: Coded variables on page 233.
- Sage 50 Payroll example: Coded variables on page 259.

How do I add page numbers to my reports?

Add the `PAGE` variable from the `REPORT` table.

Why am I getting duplicate information on my report?

You might be inadvertently joining to a table which contains *detail* records (for example, the items on an order) when you only want to report on the *header* record (for example, the order itself). As the detail records all relate to the same header record, the variables in the header table all have the same value for each row in the detail table.

Add a data field (variable)

Note: *Data fields* are also referred to as *variables*.

To add a data field to your report:

1. Select **Add Data Field** from the toolbar, or choose **Toolbox > Add Data Field**.

   A list of available data fields (variables) and snippets are displayed.
2. Select the data field to insert in your report.
   - Data fields are grouped in tables. Click the **+** and **-** icons to expand and collapse the tables.
   - You can search for a data field by using the **Find** box.
3. To insert the data field, click **OK**

This feature is only available for:
Sage 50 Accounts, Sage 200.

Join tables

Introduction

The information used in your reports is stored in a database, and the variables containing this information are stored in *tables*. A single table will contain a set of related variables, such as account details, and typically a report will need to use variables from more than one table. When more than one table is used in a report, related tables are connected together using *joins*, which link the related variable that is contained in each table.

For example, say an invoice report provides details about invoices and the related customer accounts. The `invoice` table contains variables for information related to the invoice, including an `account reference` variable. The `sales ledger` table contains variables for information about customer accounts, and also includes an `account reference` variable. The two tables can be joined by the `account reference` variable in each table, meaning that the information for an invoice can be linked to the information for the appropriate customer.

Report Designer's set of reports already join suitable tables. If you are editing these or creating your own reports, you may want to include variables from a new table, and will need to join tables using the Join Editor.

You can

- Have greater analysis of information in your report.
- Control the information returned to the report; whether to include or exclude based on the relationship between tables. See Join properties on page 68.

Join tables in your report

1. Choose **Report > Joins**.

   The Join Editor appears.
2. Find the table you want in the **Toolbox** pane and drag it to the Join Editor's centre pane.

   > **Tip:** You can search for a table by entering its name in the **Find** box at the top of the **Toolbox** pane.
3. To join the table, click the variable you want to join from, and drag it to the variable you want to join to. A join appears between the two tables.

Tip: To get a clear picture of the overall structure of tables and their joins, you can sort the tables. In the centre pane right-click a blank area then choose **Auto Arrange > Top to Bottom / Left to Right**.

Joining multiple variables

You can connect more than one pair of variables in a table join (called a *compound key*).

1. Click the join connector line.
2. In the Properties window, select the **From Field** and enter a comma (,) followed by the variable name to join from.
3. Select the **To Field**, enter a comma (,) followed by the variable name to join to.

This feature is only available for:
Sage 200.

Using related tables in the Join Editor

If your Sage software supports related tables, the relationships between the tables are created automatically. When you add a table, you can choose to link to its related tables.

Add joins for related tables

Add a new table

1. Choose **Report > Joins**.
2. Find the table you want in the **Toolbox** pane and drag it to the Join Editor's centre pane.
3. To join a table to its related tables, click **Yes** when prompted to add the links to the listed tables. The tables and links are added to the report.

Add a join to an existing table

1. Select the table you want to add a join to.
2. Right-click and select **Add related table**.
3. Select the relevant table from the list. The table and the link are added to the report.

Join properties

Getting to these setting

Choose **Report > Joins**. The Join Editor appears. Click the join between the tables you want to work with, and view the Properties pane to the right of the Join Editor.

Setting	Description
Conditional Join Type	Conditional joins are used when the report's **Include Records with No Transactions** property is set to **True**. See Include records without transactions on page 107. You can use different join types to include/exclude records. ▪ **Inner**: Returns all rows from multiple tables where the join condition is met. ▪ **Outer**: Returns all rows from one table and only those rows from a secondary table where the joined files are equal.
From Field	Displays the variable used in the parent table.
Join Type	▪ **Inner**: When a match is found in both tables the information is returned to the report. ▪ **ParentOuter**: Returns all information from the parent table and any matching information from the child table, including blanks. ▪ **ChildOuter**: Returns all information from the child table and any matching information from the parent table, including blanks. ▪ **FullOuter**: Returns all information from both the parent and child tables.
To Field	Displays the variable used in the child table.

4

Generate and distribute reports

- To learn how to print reports and use templates and stationery, see Print reports on page 71.
- To send reports by email and set up mail settings, see Email reports on page 78.
- To save reports in different formats, such as Excel, HTML, CSV or PDF; see Export reports on page 94.
- To set up a collection of reports that are sent together as a batch, see Batch reports on page 97.
- To set security options on PDF reports, see Protect your PDF reports on page 100.
- To change or configure the data source used by your reports, see Data sources and networking on page 102.

Print reports

Introduction

You can print reports from Report Designer or from your main Sage software.

You can

- Fine tune page settings to fit information onto a report, such as margins, page size.
- Change the report scale to a percentage of its usual size.
- Print labels using standard Avery label sizes, or set up your own custom sizes.
- Choose whether information is printed in a report or if it is printed on the first page using appearance properties. See Appearance properties on page 191.
- Choose whether the first and last pages of a report, or a group within a report, are sent to a different printer or printer tray. See Multi-printer settings on page 73.

  For example, this allows you to print the main body of invoices on normal paper and the last page as a tear-off payment form.
- Change the print area of reports to fit your printer.

  Different printers place reports in slightly different positions on the page. Rather than changing the margin size for every report, you could change the top and left outer printing area to suit your printer (printer offsets).
- Allow or prevent grouped information in a report from breaking across pages. See Q: Group information on page 153.
- Use Sage stationery for a range of reports. See Templates for Sage stationery on page 74.

Print your report

To print your report:

1. Click **Print Preview** from the toolbar.

   The Criteria Values window appears.
2. Enter the range of records you want included in your report and click **OK**.

   If you don't enter criteria, all records are included in the report.
3. When the report appears, choose **File > Print**.

> **Tip:** You can still make some final adjustments to your report in the preview; such as moving items, or changing their style.

Q: Print reports

Click a question in the list to see the answer:

How do I change the report paper size?

Select **Page Setup** from the toolbar, or choose **File > Page Setup**. Use the **Size** drop-down to select the report size you want then click **OK**.

How do I change the margins?

Select **Page Setup** from the toolbar, or choose **File > Page Setup**. Enter the size of the margins into the boxes and then click **OK**.

How do I change the report scale?

From the Report Explorer pane, select the report title. From the Properties pane, find **Print Scaling** in the **Printing**. Click **+** to display the **Height** and **Width** fields, and enter the values as a percentage (%).

How do I adjust the print offset for a particular printer?

Select **Printer Offsets** from the toolbar, or choose **Tools > Options**, then select the **Printer Offsets** tab. Select the **Printer** and then set the **Printer-specific offsets** to adjust the margins for that printer.

See Printer Offsets tab on page 47.

How do I generate a report in a different version of my Sage software?

Change the connection to the software database you want to use. Choose **Data > Change Report Data Source**.

How do I print the layout of the report?

In **Designer** mode , click **Print** from the toolbar.

How do I change the way labels are printing?

Select **Label details** from the toolbar, or choose **Format > Page Setup** and select **Labels**.

See Label details on page 77.

How do I save printer settings with a report?

From the Report Explorer pane, select the report title. From the Properties pane, select **Save Printer Settings** from the **Printing** area and set it to **True**.

This will save the printer options set in Page Setup (choose **File > Page Setup**) with the report. When you print the report, these save settings will be used in preference to the default printer and settings on your system.

Multi-printer settings

Getting to this window

From the Report Explorer pane, select the report's name (at the top of the pane). From the Properties pane, select **Multi Printer Settings**, then click the finder button ....

Multi-printer settings

Field name	Description
Print the first page to a different print tray or printer	Enable this setting to send the first page of the report to a different print tray or printer. Click **Settings** to choose the print tray or printer.
Print the last page to a different tray or printer	Enable this setting to send the last page of the report to a different print tray or printer. Click **Settings** to choose the print tray or printer.
If there is only one page	If the report only has one page, you can print it using the settings for the **first page**, the **last page**, or a **normal page** (using the printer settings).
Apply the multi-printer settings to the whole report or a particular group	You can choose to apply the multi-printer settings for either the whole report, or a particular group in the report. To use the multi-printer settings for a group, there must be a page break before and after the group. See Q: Group information on page 153.

Templates for Sage stationery

Introduction

Sage can provide a range of stationery for your business needs, which are designed to work with Report Designer to get you the right result.

Use a *template* to check that your report information is in the right position to print correctly on your Sage stationery. An image of the stationery is projected on to your report layout.

Select a report template

To select a stationery template for your report:

1. In the Report Explorer pane , select the report name at the top.
2. From the Properties pane, select **Template** and click the finder button [...].
3. Browse to the template you want and click **Open**.
4. If you want the template to be printed as part of the report, set the **Print Template** property.

> **Tip:** Different printers place reports in slightly different positions on the page. This can result in information not exactly fitting your pre-printed stationery. There are several print and page setting you can adjust to get the right fit. See Print reports on page 71.

Print preview

Introduction

Use the **Print Preview** mode to see how your report will appear when it is printed.

To preview your report:

1. Click **Print Preview** from the toolbar, or select **View > Preview**.
2. Select the criteria for your report, if appropriate.

Working in preview mode

When you are working in preview mode, you can make minor adjustments to your report; such as resizing, moving and aligning items, or changing the font style.

- To return to Designer mode, select **Designer** from the toolbar, or choose **View > Designer**.
- To print the report, click **Print** from the toolbar, or choose **File > Print**.
- To change the page setup or select labels, select **Page Setup** from the toolbar, or choose **Format > Page Setup**.

Page Setup

Getting to this window

Select **Page Setup** from the toolbar, or choose **Format > Page Setup**.

Setting	Description
Size	Set the paper size.
Source	Set the paper source (printer tray).
Portrait Landscape	Set the page orientation as either portrait or landscape.
Left, Top, Right, Bottom	Set the page margins (in millimetres).
Printer	Select **Printer** to select a different printer.
Labels	Select **Labels** to choose a layout for printing labels. See Label details on page 77.

Label details

You can edit the preset label sizes, or set up your own custom label size. Report Designer uses standard Avery label sizes.

To edit the layout for labels:

1. Select **Label details** from the toolbar, or choose **Format > Page Setup** and select **Labels**.
2. Select the label type from the **Preset label size** list; use **Custom** if you are designing your own layout.
3. Click **Advanced** to display the label settings.
4. You can change the layout for your labels by setting:
    - The number of labels across and down on the sheet.
    - The left and top margins, to the top-left label.
    - The width and height of a label.
    - The horizontal or vertical pitch, which is the width or height of the label plus the margin to the next label.

Email reports

Introduction

All reports can be generated and sent by email. By reports we mean:

- *Reports*: Detailing information about your business. Typically you will want to email the whole report.
- *Layouts*: Typically statements, invoices, sales and purchase orders. Here you email many documents to different businesses/individuals.
- *Letters*: Just like a mail merge that uses information from your business records, such as contact addresses, to create professional business letters.

You can also attach other documents to the email such as spreadsheets or graphs.

Report Designer works with Microsoft Outlook and Internet email services such as Google Mail. Before you start to email reports, we recommend you take a look at your Email Setup Options and select your preferred email method, then do a test to make sure it works.

How it works

Email settings for a report are set using the Email Options properties, which control how the generated information is sent by email.

Most reports and layout have basic email settings. When you email a report an email opens with the whole report attached and ready to send. This may be fine for some documents but not for others.

For example, imagine a standard letter layout that generates a lot of individual business letters. This might be fine to print and then post individually, but you wouldn't want to email the entire report. This is why there are email versions of your layouts, so you can:

- Split the generated information into individual business documents.
- Use email addresses from your records and add a title to the email.
- Choose the file format of the document, such as PDF or HTML.
- Control whether emails are sent as soon as they are generated, or saved to your mailbox for to send later (which is the default).

We recommend setting up email settings if you answer 'no' to either question:

- Is the report a one off to one person?
- Does an existing report/layout split and email information the way you want?

You can

- Use the reports and layouts provided with Report Designer to quickly get started.
- Create your own email settings for a report or layout, if the default settings aren't right for you.

How to

- Email a report to one person or several	Choose to email the report form your main Sage software. When prompted, click **Yes** to confirm you want to proceed without email options (email settings). Select the email **Provider** and then the **Format** you want from the drop-downs and click **OK**. When the email opens enter a title and the email addresses of the recipients and then click **Send**. Alternatively, you can do this in Report Designer, choose **File > Email > Send as Attachment**.
- Email letters or layouts (e.g. statements) to businesses/individuals	Choose the email version of the layout you want to use from your main Sage software. When you choose to email the letters or layout, email messages are sent to your Inbox ready to be sent. Alternatively, you can do this in Report Designer, choose **File > Email > Send with Current Settings**.
- Break up information to email individual businesses, but I don't have an email version that does this.	You need to enter email settings for the report.

Q: Email reports

Click a question in the list to see the answer:

Why do I see a Microsoft Office Outlook message appearing every time I email?

The message is displayed if you are using Outlook 2000 build 6627 (service pack 3). It is there to prevent security breaches.

This link will take you to the information on Microsoft's website: http://support.microsoft.com/kb/884998.

Why are the documents I'm generating not emailed?

Some email options send your emails to your Inbox ready to be sent. If you can't see them there or in Sent Items, check the email software you want to use is set correctly for your computer.

To test email is working in Report Designer, choose **Tools > Options**, select the **Email Setup** tab. Select the way you will send your email (**MAPI**, **Internet Mail (SMTP)**, or **Outlook**) and click **Test**.

How can I override Email Options to send the information as a one off?

1. Open the report or layout in Report designer.
2. Choose **File > Send as Attachment**.

Only the one report/document is generated for email, regardless whether the information is normally sent as separate documents.

The email options will generate emails for all my records, but I only want a few, what should I do?

There are a few ways to do this.

In your main Sage software select the records you want emails generated for; then generate the report.

You could also filter the list in your main Sage software using search, so that only those records you are interested in are displayed.

I see the error 'The email options for this report are not fully configured'

You will see this message if you try to email a report, but have not yet set up the report's **Email Options** properties.

For help in setting up these properties, see Email Settings (Email Options) on page 82.

I see the error 'The selected email provider is not configured'

This message is displayed if you try to email a report as an attachment, but the mail provider (e.g. MAPI, Outlook, Internet Mail (SMTP)) that you selected has not yet been configured.

To configure a mail provider, select **Tools > Options**, then select the **Email Setup** tab; see Email Setup Options (details) on page 88.

How do I ensure that I only email each person their details?

This depends on the groups set up in the report. Groups contain variables such as contact names and references that can be used to split the report into separate documents.

To take advantage of groups when emailing you need to set up the report's Email Options properties.

Regardless of groups, you can always email the whole report.

Email Settings (Email Options)

Getting to these settings

> **Note:** These email settings are for the report. You can also set up general email settings for Report Designer; see Email Setup Options (details) on page 88.

To open the email settings, either:

- Select **Email Settings** from the toolbar.
- Choose **Report > Email Settings**.
- Select the report by clicking the report name at the top of the Report Explorer pane. From the Properties pane, click **Email Options**, then click the finder button.

> **Note:** Email settings are only visible when you are working in Designer View.

Email Settings tab

Field name	Description
Email message should contain	You can choose to send either: ▪ The **Entire Report**. ▪ A section of the report contained in a group, if your report uses groups.
To CC BCC	Choose who to send the email to: ▪ Use **To** to select the primary recipients of the email. ▪ Use **CC** to select additional recipients. ▪ Use **BCC** to select recipients whose addresses will be concealed from other recipients. This is typically used for mailing lists where the recipients do not know each other. Enter the email addresses: ▪ You can type the email addresses. Enter an email address, then click **Add** to include it in the list.

Field name	Description

	▪ You can create an expression to use email addresses contained in your records. This is ideal when you want to email letters or statements to many businesses, an typical when you are using layouts.
	To create an expression, click **Add** and enter the expression details.
	Note: The report will only be emailed for records that contain valid email addresses.
	Examples
	Sage 50 Accounts
	If you have entered email addresses on your customer records in Sage 50 Accounts use:
	`SALES_LEDGER.E_MAIL`
	Sage 50 HR
	`vw_report_personcontactdetails.ContactDetails EmailAddress`
	Tip: Check an email version of the document to get idea of what is needed.

From	**Note:** This is only supported if you select **Internet Mail (SMTP)** as the Mail Provider. If you use **MAPI** or **Microsoft Outlook**, this **From** address will be ignored. Enter the **Name** and **Email Address** that will be displayed as the sender to the recipient of the email. Alternatively, if you want to use an expression to create either of these details, click the **...** button. If you leave this blank, the **From** address will be the default sender address set in your SMTP configuration; see Email Setup Options (details) on page 88.
Subject	Enter a title that will appear on the email you send. You can ▪ Enter as text surrounded by speech marks, for example `"Change of address"`. ▪ Use a variable to pick up your company name. Ideal when you want to email letters to many business. Typical when working with layouts. For example, `COMPANY.NAME`

<table>
<tr><th>Field name</th><th>Description</th></tr>
<tr><td></td><td>

Use an expression, that is a variable and text. To do this you need to build the syntax correctly. For example, <code>COMPANY.NAME + "- Change of address"</code>.
Use an expression to include numbers. To do this you need to build the syntax correctly, such as using a <code>CString</code> function.

<h3>Examples</h3>
Sage 50 Accounts
<pre>"Sales Invoice" + CString(INVOICE.INVOICE_NUMBER)</pre>
Sage 50 HR
<pre>"Employee Number: " + CString(vw_report_employment.EmploymentWorksNumber)</pre>
Tip: Check an email version of the document to get idea of what is needed.
</td></tr>
<tr><td>Send the report as plain text</td><td>Include the details of the report in plain text format in the body of the email.</td></tr>
<tr><td>Send the report as an attachment</td><td>Include the report as a separate document attached to the email. You can send the report in a wide selection of formats; to set the format, click Attachment Format.

A description of how to view the attachment will be included in the email. There is a separate message for each individual format, which you can edit if required.</td></tr>
<tr><td>Attachment Format</td><td>There are several to choose from. PDF is a good choice, your documents will look good and be easily viewed by others.

Formats available
<table>
<tr><th>Format</th><th></th><th>Description</th></tr>
<tr><td>XML</td><td>.xml</td><td>XML format can be used to import the information in the report into other software applications. XML files are text-based, and can be viewed in XML</td></tr>
</table>
</td></tr>
</table>

Field name	Description

Format		Description
		editors, Internet browsers, and text editors including Microsoft® Notepad.
PDF	.pdf	PDF is a popular format that can be viewed and printed using the free Abode® Reader®, so it is a good choice if you want your report to be available to a wide audience. PDF files can be edited, but only by using tools such as Adobe® Acrobat®, and cannot be edited in Adobe Reader. If you want to prevent editing, or restrict access to the PDF, see Protect your PDF reports on page 100.
HTML	.html	HTML is a popular format that can be viewed or printed using most Internet browsers.
Excel 97-2003 Excel 2007	.xls .xlsx	Excel files can be viewed in Microsoft Excel, and also some other compatible spreadsheet applications such as OpenOffice Calc. You can choose which sections of the report to include. See Export properties on page 211. **Note:** Subreports that are contained in your report are not exported to Excel.
Plain text Ansi Plain text OEM	.txt	Plain text files can be viewed in most word processors and text editors (such as Microsoft Notepad). Two types of plain text format are supported: ▪ ANSI format uses a character set that is primarily for use with Windows. ▪ OEM format uses an 8-bit character set that is primarily for use with DOS.
CSV CSV - Length Delimited	.csv	CSV is a text-based format that can be viewed in most spreadsheet applications, word processors or text editors. CSV format can be used to import

<table>
<tr><th>Field name</th><th>Description</th></tr>
<tr><td></td><td>
<table>
<tr><th>Format</th><th></th><th>Description</th></tr>
<tr><td></td><td></td><td>the information in the report into other software applications.

Two types of CSV file are supported:

▪ CSV format produces a file in the true CSV (Comma Separate Value) format. Text is contained in double quotation marks, without padding; numeric fields have no quotation marks; and commas are placed between fields.
▪ CSV Length Delimited format produces a file which is comma separated, but is more flexible as you can specify the characters used in the output file, and enable padding of fields. See CSV Options properties on page 204.</td></tr>
<tr><td>Bitmap image</td><td>.bmp</td><td>BMP format can be viewed by most image viewer applications (such as Microsoft Paint), and can be included in documents and presentations.</td></tr>
<tr><td>Sage Report Data</td><td>.datareport</td><td>Sage Report Data files can be viewed in Report Designer. It is not possible to view these files in other software applications.</td></tr>
</table>
</td></tr>
<tr><td>Request a delivery receipt</td><td>Use this option to request an email receipt from the recipient's mail server when the message is delivered.

Note: Delivery receipts are not supported by some mail servers and not by any MAPI mail providers.</td></tr>
<tr><td>Request a read receipt for this message</td><td>Use this option if you want to receive an email to confirm that each recipient has read the email.

Note: This will not guarantee that you will receive a read receipt when the message is read. The recipient can choose not to send read receipts, and some email providers and applications do not allow receipts to be sent.</td></tr>
<tr><td>Send emails immediately</td><td>Use this option to send the report emails as soon as they are generated.

If you are using Internet Mail (SMTP), your emails are always sent automatically.</td></tr>
</table>

Field name	Description
	Note: Ensure your Report Designer Email Setup Options are set correctly.
Save emails to mailbox	If you want to check the report emails before you send it to anyone, select Save emails to mailbox. The emails will only be sent to the Inbox of your email application.
Mail Provider	▪ **Internet Mail (SMTP)**: Select this if you send email using a SMTP mail server, either within your own network or over the Internet. Typically, you would use SMTP for an Internet-based email service such as Gmail, Hotmail, or Yahoo. ▪ **Microsoft Outlook**: Select this if you send your email using Microsoft Outlook (version 2010, 2007 or 2003). ▪ **MAPI**: Select this if your email application uses a MAPI mail server; e.g. Outlook/Exchange.

Email Attachments tab

Field name	Description
Attached Files	Do you want to send out a document with emails? Perhaps you want to include your terms and conditions each time you contact the businesses you deal with.

Email Setup Options (details)

Getting to this window

Choose **Tools > Options**, then click the **Email Setup** tab.

> **Note:** These email options will be used as the default email settings for Report Designer. You can also set email properties for individual reports; see Email Settings (Email Options) on page 82.

Email Setup tab

Field name	Description
Default Provider	Select the application or service that you use most often to send email. You can still choose a different provider when you send an email. ▪ **Internet Mail (SMTP)**: Select this if you send email using a SMTP mail server, either within your own network or over the Internet. Typically, you would use SMTP for an Internet-based email service such as Gmail, Hotmail, or Yahoo. ▪ **Microsoft Outlook**: Select this if you send your email using Microsoft Outlook (version 2010, 2007 or 2003). ▪ **MAPI**: Select this if your email application uses a MAPI mail server; e.g. Outlook/Exchange.
Where MAPI is specified in the report, use the default provider instead	Enable this option to use the default provider in preference to MAPI, if MAPI is selected as the provider in the report's email properties; see Email Settings (Email Options) on page 82.
Available Providers	The list shows the mail providers that can be used. ▪ To set up a mail provider, select it and click **Configure**. See Internet Mail (SMTP) configuration on page 89 or MAPI configuration on page 89 **Note:** Microsoft Outlook configuration is set in that application. ▪ To check a mail provider's settings, select it and click **Test**. You can then send a test email using that provider.

MAPI configuration

1. To start the email configuration wizard, select **MAPI** from the **Available Providers** list, then click **Configure**.
2. Select the profile for your email account.

Field name	Description
Use default profile	Choose this option to send email using the default account (profile) in your email application; this will usually be your own email address.
Named Profile	If you have several email accounts (profiles) in your email application, and do not want to use the default account; enter the email address of the account that you want to use.

3. Click **Finish** to close the wizard.

Internet Mail (SMTP) configuration

1. To start the email configuration wizard, select **Internet Mail (SMTP)** from the **Available Providers** list, then click **Configure**.
2. You can choose from a list of email providers, or enter your own email settings.
   - If your email provider is listed, select it to automatically enter the email server settings for that provider.
   - If your email provider is not listed, select **Custom** to enter your email settings manually.
3. Enter the login details for your account.

Field name	Description
Display Name	The name of the sender that will be displayed to the email recipient; this is typically your name.
Email Address	The email address of the sender that will be displayed to the email recipient; this is typically your email address.
Password	The password for your email account.

4. If you selected **Custom** as your provider, you must also enter your email provider's SMTP settings.

   > **Tip:** If you are unsure of your SMTP settings and already have an email application that is set up to use SMTP, you might be able to check your settings in that application. Otherwise, contact your system administrator or ISP to ensure that you're using the correct details.

Field name	Description
SMTP Server	Enter the SMTP server address. This could be the address used for your network or Internet Service Provider (ISP); for example, `smtp.talktalk.net` or `smtp.gmail.com`.
Port	The port number used to communicate with the SMTP server; the default is 25. If all the other settings are correct and you still can't send email, contact your system administrator or ISP to ensure that you are using the correct port number.
Use Secure Socket Layer (SSL) connection	Select this option if your SMTP server requires a secure (SSL) connection.

5. After you have set up your email settings, you can check them by sending yourself a test email.
6. Click **Finish** to close the wizard.

Email a report as an attachment

Introduction

You can send a report as an attachment to an email.

Before you start to email reports, we recommend you take a look at your Email Setup Options and select your preferred email method, then do a test to make sure it works.

Email settings for a report are set using the Email Options properties, which control how the generated information is sent by email.

Email a report

1. You can email the report form your main Sage software, or from Report Designer by choosing **File > Email > Send as Attachment**.
2. Select the **Provider** that is used by your email application or service.

   What providers can I use?

   - **Internet Mail (SMTP)**: Select this if you send email using a SMTP mail server, either within your own network or over the Internet. Typically, you would use SMTP for an Internet-based email service such as Gmail, Hotmail, or Yahoo.
   - **Microsoft Outlook**: Select this if you send your email using Microsoft Outlook (version 2010, 2007 or 2003).
   - **MAPI**: Select this if your email application uses a MAPI mail server; e.g. Outlook/Exchange.

3. Select the file **Format** for the report.

   What formats can I use?

Format		Description
XML	.xml	XML format can be used to import the information in the report into other software applications. XML files are text-based, and can be viewed in XML editors, Internet browsers, and text editors including Microsoft® Notepad.
PDF	.pdf	PDF is a popular format that can be viewed and printed using the free Abode® Reader®, so it is a good choice if you want your report to be available to a wide audience. PDF files can be edited, but only by using tools such as Adobe® Acrobat®, and cannot be edited in Adobe Reader. If you want to prevent editing, or restrict access to the PDF, see Protect your PDF reports on page 100.
HTML	.html	HTML is a popular format that can be viewed or printed using most Internet browsers.
Excel 97-2003 Excel 2007	.xls .xlsx	Excel files can be viewed in Microsoft Excel, and also some other compatible spreadsheet applications such as OpenOffice Calc. You can choose which sections of the report to include. See Export properties on page 211. **Note:** Subreports that are contained in your report are not exported to Excel.
Plain text Ansi Plain text OEM	.txt	Plain text files can be viewed in most word processors and text editors (such as Microsoft Notepad). Two types of plain text format are supported: • ANSI format uses a character set that is primarily for use with Windows. • OEM format uses an 8-bit character set that is primarily for use with DOS.
CSV	.csv	CSV is a text-based format that can be viewed in

Format		Description
CSV - Length Delimited		most spreadsheet applications, word processors or text editors. CSV format can be used to import the information in the report into other software applications. Two types of CSV file are supported: • *CSV* format produces a file in the true CSV (Comma Separate Value) format. Text is contained in double quotation marks, without padding; numeric fields have no quotation marks; and commas are placed between fields. • *CSV Length Delimited* format produces a file which is comma separated, but is more flexible as you can specify the characters used in the output file, and enable padding of fields. See CSV Options properties on page 204.
Bitmap image	.bmp	BMP format can be viewed by most image viewer applications (such as Microsoft Paint), and can be included in documents and presentations.
Sage Report Data	.datareport	Sage Report Data files can be viewed in Report Designer. It is not possible to view these files in other software applications.

4. When the email opens enter a title and the email addresses of the recipients and then click **Send**.

Export reports

Introduction

You can generate reports in a variety of different file formats, depending on what you want to do with them.

Report formats

Format	.html	Description
XML	.xml	XML format can be used to import the information in the report into other software applications. XML files are text-based, and can be viewed in XML editors, Internet browsers, and text editors including Microsoft® Notepad.
PDF	.pdf	PDF is a popular format that can be viewed and printed using the free Abode® Reader®, so it is a good choice if you want your report to be available to a wide audience. PDF files can be edited, but only by using tools such as Adobe® Acrobat®, and cannot be edited in Adobe Reader. If you want to prevent editing, or restrict access to the PDF, see Protect your PDF reports on page 100.
HTML	.html	HTML is a popular format that can be viewed or printed using most Internet browsers.
Excel 97-2003 Excel 2007	.xls .xlsx	Excel files can be viewed in Microsoft Excel, and also some other compatible spreadsheet applications such as OpenOffice Calc. You can choose which sections of the report to include. See Export properties on page 211. **Note:** Subreports that are contained in your report are not exported to Excel.
Plain text Ansi Plain text OEM	.txt	Plain text files can be viewed in most word processors and text editors (such as Microsoft Notepad). Two types of plain text format are supported:

Format		Description
		▪ ANSI format uses a character set that is primarily for use with Windows. ▪ OEM format uses an 8-bit character set that is primarily for use with DOS.
CSV CSV - Length Delimited	.csv	CSV is a text-based format that can be viewed in most spreadsheet applications, word processors or text editors. CSV format can be used to import the information in the report into other software applications. Two types of CSV file are supported: ▪ *CSV* format produces a file in the true CSV (Comma Separate Value) format. Text is contained in double quotation marks, without padding; numeric fields have no quotation marks; and commas are placed between fields. ▪ *CSV Length Delimited* format produces a file which is comma separated, but is more flexible as you can specify the characters used in the output file, and enable padding of fields. See CSV Options properties on page 204.
Bitmap image	.bmp	BMP format can be viewed by most image viewer applications (such as Microsoft Paint), and can be included in documents and presentations.
Sage Report Data	.datareport	Sage Report Data files can be viewed in Report Designer. It is not possible to view these files in other software applications.

Export a report

1. Choose **File > Export**.

   The Save As window appears.
2. Browse to the folder where you want to save the file.

   > **Tip:** It is good practice to save all reports of the same type in the same location.
3. Enter the **File name**, and set the format of the file in **Save as type**.
4. Click **Save** to export the report.

This feature is only available for:
Sage 50 Accounts.

Batch reports

Introduction

You can use batch reporting to generate a set of reports at the same time.

A batch report is a collection of individual reports that can be viewed, printed, emailed or exported together. If you regularly produce the same set of reports together, combining them into a batch report can save you time.

The batch report uses any email options it finds in the first report in the batch. For example, if the first report in the batch uses a fixed email address, then the generated batch report is sent to that email address. This is the same for any security options (password protection). If the first report in the batch uses a fixed password to secure the PDF, then that password is applied to the generated batch report.

Criteria from the individual reports are combined into a single criteria selection window when a batch report is generated.

> **Note:** Batch reports can only be generated from your main Sage software (such as Sage 50 Accounts), but not Report Designer.

You can

- Save time generating regular reports by setting them up to run as a batch.
- Save time emailing reports; rather than attaching individual reports to an email, create a batch report and attach the one report.
- Edit or delete a batch report.

Using batch reports

Create a new batch report

1. Choose **File > New > Batch Report**.
2. Enter a **Name** and **Description** for the report.
3. To add reports to the batch, select each report and click **Add**.
4. Use **Move Up** and **Move Down** to change the order in which the reports are run.

   > **Tip:** Check the email and security options of the first report added to the batch are compatible for all the reports in the batch as well as the finished batch report.

5. When you have finished setting up the batch report, click **Save**.

Edit a batch report

1. Choose **File > Open**.
2. Set the file type to **Batch report Files (*.batchreport)**, and then browse to select the file.

Delete a batch report

You can delete a batch report in either Report Designer or your main Sage software.

- In Report Designer, select the report from the File Explorer pane then click the **Delete** icon.
- In your main Sage software, select the report in the Report Browser and click **Delete**.

This feature is only available for:
Sage 50 Accounts.

Q: Batch reporting

Click a question in the list to see the answer:

How do I password protect my batch report?

Set the Security Options for the first report listed in the batch report to use a fixed password. Password protection is only applied to reports that are generated as PDF.

I've used an expression to password protect my report. How does this work?

The batch report will use the password set for the first report in the batch. But more importantly, it will only use the password found in the first record within that report.

The Email Options in my first report break up the report by person or business. Will this work in the batch report?

No, in this instance the setting is ignored. The finished batch report produces a single report that combines all reports within it.

How many reports can I add to a batch report?

As many as you want. However, a large report will require larger amounts of memory and disk space.

Can I add reports to the batch from other Sage software?

Yes you can. When creating a new batch report or editing one, the Edit Batch Report window is displayed. Use the **Available Reports** drop-down list to switch between your Sage software in order to select reports.

I can't find my batch report. Where is it?

Batch reports are identified as *.batchreport and are stored in the batch reports folder. This folder is only available from your main Sage software such as Sage 50 Accounts.

If I add a report to a batch report does it affect the original report in anyway?

No. The report that is added to the batch is still available to generate as an individual report.

If I delete a batch report does it also delete the reports added to the batch?

No. The individual reports will be available to generate as usual.

Why don't watermarks appear in my batch reports?

If you generate a batch report (or report selection), the watermark settings of the first report will be used for all the following reports in the batch.

Protect your PDF reports

Introduction

Reports published in PDF format can use security features to protect information. This is ideal when dealing with information that is confidential or of a sensitive nature. Perhaps when dealing with employee payslips, customer statements, and company financial reports.

When the PDF file is generated, security settings are used to protect the published report, including a password. When someone receives a secure PDF file they must enter the password before they can view the information.

You can

- Set a password to prevent unauthorised people opening a PDF report.
- Restrict people from copying, printing, making changes or adding notes to the PDF report.

Set report security options

To protect the report, set up the report's security options:

1. From the Report Explorer pane, select the report's name (at the top of the pane).
2. From the Properties pane select the **Security Options** and then click the finder button ....
3. Set the security options for the report.

   See Security Options properties on page 220.

Q: Protect your PDF reports

Click a question in the list to see the answer:

How do I check the restrictions that have been applied to my PDF report?

To check a PDF report's restrictions:

1. Open the report in Acrobat Reader and enter its password.
2. Choose **File > Document Properties** and select the **Security** tab.

   The document security and restriction details are displayed.

I've forgotten the password to the PDF report. What should I do?

The password is set in the report's security settings stored on the computer used to generate the report.

Open the report in Report Designer. From the Properties pane, select **Security Options** and click the finder button [...].

If the report uses a fixed password, disable **Hide the password** to view the password.

If the report uses an expression, check the value of the variable in your Sage software. For example, if the report uses `EMPLOYEE.PASSWORD`, check the exact spelling of the password set on the employee's record in your Sage software.

What is meant by encrypted?

The report's content is scrambled with an encryption code, making the document unreadable to anyone who does not have the password. To open an encrypted report you must enter the correct password.

Data sources and networking

Introduction

Report Designer must be connected to the software data that you want to analyse, whether this is on your computer or on a network. Usually the connection is made for you when opening reports from your main Sage software. Sometimes you may prefer to use a different data source to generate your report, such as historical data you have archived.

You can

- Change the data source to analyse data from other Sage software that you are using.
- Improve the speed of generating reports over the network using *server side reporting*.

  Here reports are generated on a server and the results passed to local PCs. See Sage 50 Accounts: Running reports across a network on page 104.

  > *This feature is only available for:*
  > Sage 50 Accounts, Sage 200.

- Configure the data sources that can be used by reports. See Manage data sources on page 103.

Change report data source

To change the data source used by a report:

> **Note:** Changing a report's data source may stop the report from working.

1. Choose **Report > Change Report Data Source**.

   The Change Data Sources window appears.
2. Select the new data source that you want to use for the report, then click **OK**.

Manage data sources

To manage the Report Designer data source connections, choose **Tools > Data Sources**.

Data sources that have been configured for your Sage software are displayed. If a data source cannot be found, it will be displayed as **Missing**.

Add a data source

To add a new data source:

1. Click **Add**.
2. Enter a **Name** and select the **Data Provider** type.
3. To browse for a data provider file (DLL), click the **...** button.

Edit data source configuration

To edit the configuration details for a data source:

1. Select the item and click **Configure**.
2. You can edit the **Name** and **Connection String** for the data source.

Configure a remote report server

To configure a remote report server:

1. Select a data source and click **Remote**.
2. Enter the **Server** address and **Port** number.

   The **URL** for the remote source is displayed.

   > **Note:** If you have selected to use **https**, make sure your server is configured for HTTPS and has the required certificates.

3. To set how long Report Designer will wait for a response from the remote server, set the **Time out** length in seconds.
4. To keep the local and remote files up to date with each other, enable **Synchronise files with server**.
5. To connect to the remote server for this data source, enable **Connect to the Remote Report Server for this Data Source**.

Remove a data source

- To delete a connection to a data source, select it and click **Remove**.

This feature is only available for:
Sage 50 Accounts.

Sage 50 Accounts: Running reports across a network

Introduction

We use the term *server side reporting* to describe running reports across a network. To set this up, you will need to have some knowledge of networks and firewalls. If you are unsure about any of the tasks described, we recommend that you contact your network administrator or the person who set up your network.

Before you start

Ensure you have:

- A network version of Sage 50 Accounts installed on the server PC and each client PC.
- A network that uses TCP/IP protocol.

Set up tasks

Task	How to
Install server side reporting on the server PC	Insert the Sage 50 Accounts CD. From the Welcome window, choose **Optional Tools**. Follow the prompts to complete the installation and then restart the server PC.
Set up firewall access on the server PC	Enable the server to accept incoming connections through port 5976. Your software is set up to use port number 5976. If it is unsuitable or becomes unusable, assign another port to server side reporting from those listed on your client PC. **Note:** The port should only be used on a local area network. Opening ports between the network and the Internet poses significant security risks.
Set up client PC	Open Report Designer on the client PC, and choose **Tools > Data Sources**. Select the data source you want to use with server side reporting, then click **Remote**.

Task	How to
	Enter the name of the server. Select the **Connect to the Remote Report Server for this Data Source** option, then click **OK**. **Tip:** This icon  will appear at the bottom of your screen to confirm server side reporting is active. You can double-click this icon to open the Configure Remote Data Source window.
Copy customised reports to the server PC	If you have any customised reports stored on your client, copy them to the Reports folder on the server.

Troubleshooting

If you are having problems, there are several things you could check:

Check	How to
The software is accessing the data through a UNC path	On the client PC, open Sage 50 and choose **Help > About**. Check that the Data Directory begins with a UNC path in the format **\\<server name>**, and is not a drive letter. **Note:** Server side reporting does not work on a mapped drive. For example, F:\Accounts\Accdata.
The Sage Hosting Service is running on the server	On the server PC, open Computer Management (e.g. right-click **My Computer** and select **Manage**). Open **Services and Applications**, then open **Services**. In the service list, check that the **Sage Hosting Service** is listed as **Started**. If the service does not have the status **Started**, right-click the service name and choose **Start**.
The target server name is correct	On the server PC, right-click **My Computer** and select **Properties**. Check that the **Computer Name** is the same as you set in the client; if the name is incorrect, set up the client again.
The network protocol is TCP/IP	On the client PC, open the **Local Area Connection** properties. Check that the protocol TCP/IP appears. If you can't see the TCP/IP, contact your network administrator. **Note:** To display the properties using Windows Vista, open **Control Panel**, **Network and Internet**, **Network and Sharing Center**. Select **Manage network connections**, then right-click **Local Area**

Check	How to
	Connection and select **Properties**.
The client PC can find the server PC on the network	On the client, choose **Start > Run**. In the Run window type `CMD`, then click **OK**. In the displayed window type `ping <server name>` and press *Enter*. If you get a response the client PC can find the server. If there is no response, contact your network administrator.
The Report Service page is accessible	On the client, open Report Designer. Choose **Tools > Data Sources**. Select the data source you want to access then click **Remote**. Copy the URL and paste it into a browser such as Internet Explorer. If the **ReportService** page appears, the client can connect to the hosting service. If it can't connect, check your firewall settings.

Include records without transactions

By default, Report Designer only reports on records that have transactions associated with them.

If you want to include all records, you need to set this for the report:

1. In the Report Explorer pane, select the report name (at the top).
2. In the Properties pane, find the **Data Source** area, then set the **Include records with no transactions** option to **True**.

5|

Building your report

- To learn how to add headings to your report, see Headings on page 109.
- To add totals in your report, see Totals on page 111.
- To add page numbering in your reports, see Page numbers on page 113.
- To add images, such as a logo or picture from your data, see Images on page 115.
- To add text boxes and draw lines in your report, see Text, lines and boxes on page 119.
- To learn how to use calculations and formulas in your report, see Expressions on page 122.
- To add barcodes to your report, see Barcodes on page 144.

Headings

Introduction

Most people prefer to use text boxes to deal with headings in their report. Expressions, which can be a variable, can also be used. Whatever you choose, headings are typically placed in the report's page header section.

> **Tip:** You can use Active Complete to automatically add headings to the report when you add a variable or expression.

You can

- Control whether the headings are printed on all pages or just the first page of your report using either a page or header section.
- Change the appearance of headings, such as the font colour or size. See Appearance properties on page 191.

Add a heading

To add a heading:

1. Select **Add Text** from the toolbar.
2. Click and drag in your report to draw the text box.
3. Click the text box and type your text.

   See Text, lines and boxes on page 119.

Q: Headings

Click a question in the list to see the answer:

The heading doesn't always fully print

The amount of space allocated to the heading is too small. This can be corrected using the **Auto Grow** property, which allows the space allocated to the heading to expand or decrease so that it fits on the report. There is also a **Word Wrap** property you may also find useful. See Appearance properties on page 191.

How can I quickly align my column headings?

Select the headings. Choose **Format > Alignment**. You can then choose to align the headings by **Top**, **Middle** or **Bottom**.

How do I fix the headings on the report so they can't be accidentally moved?

Select the headings. From the Properties pane, set the **Locked** option to **True**.

I only want headings to print on the first page of my report

Move the headings into a Report Header section.

If you need to add a section, choose **Sections > Add Section > Report Header and Footer**.

Totals

Introduction

A total is an expression, which can be a variable, that is typically placed in the report's footer section.

> **Tip:** You can use Active Complete to automatically add totals to the report when you add a variable or expression.

You can

- Include a grand total at the end of a report.
- Add a cumulative total to each page of a report.
- Provide a total for each set of grouped information.
- On each line of your report to show a running total.
- Draw attention to the total using colour or a warning message when a condition is met. See Conditional formatting on page 223.
- Change the appearance of the total, such as the number of decimal places used. See Appearance properties on page 191.
- Link the total to additional information. See Drill down reports on page 167.

Add a total

To add a total:

1. Select *fx* **Add Expression** from the toolbar, or choose **Toolbox > Add Expression**.
2. Click in the section you want to display a total.

   The Expression Editor opens. See Expressions on page 122.
3. Drag the variable you want to use for the total from the **Fields** pane into the left-hand pane, then click **OK**.
4. In the Properties pane, check **Function** is set to **Sum**.
5. To label the total, add a text box.

   Select **Add Text** from the toolbar, or choose **Toolbox > Add Text**. See Text, lines and boxes on page 119.

> **Tip:** Instead of using the Expression Editor, alternatively you can drag and drop the variable you want to use for the total from the Variables pane.

Q: Totals

Click a question in the list to see the answer:

How do I change the decimal place displayed for the total?

1. Select the total. From the Properties pane, click **Formatting** then click the finder button [...].

   The Formatting window appears.
2. Click the **Numeric** tab and use the **Maximum decimal places** drop-down to select the decimal place you want.

The total doesn't always fully print

The amount of space allocated to the total is too small. This can be corrected using the **Auto Grow** property, which allows the space allocated to the total to expand or decrease so that it fits on the report. There is also a **Word Wrap** property you may also find useful. See Appearance properties on page 191.

How do I change the currency symbol displayed for the total?

1. Select the total.
2. From the Properties pane, click **Formatting** then click the finder button [...].

   The Formatting window appears.
3. Click the **Numeric** tab and in the **Currency** box, enter the symbol you want to use.
4. To change the position of the currency symbol relative to the value, use the **Format** drop-down list.

The total is not calculating correctly

Check how the total is calculating. Select the total then from the Properties pane, click the **Function** drop-down.

`Sum` is commonly used for totals in a footer section. See Function properties on page 215.

Page numbers

Introduction

You can include page numbers and a page count in your report.

You can

- Add a simple page number to your report. For example, Page 1, Page 2, Page 3 and so on.
- Add the page number and the number of pages expected in the report. For example, Page 1 of 100, Page 2 of 100; Page 3 of 100 and so on.
- Add page numbers to a batch of reports to get the page count for each report, not the whole batch. It would read: Page 1 of 2, Page 2 of 2, Page 1 of 5, Page 2 of 5 and so on.

Add page numbers

To add page numbers to your report:

1. Insert a text box in your report.

   Select **Add Text** from the toolbar, or choose **Toolbox > Add Text**.
2. Add the text "Page" to the text box.
3. From the Variables pane, add the page numbering variables required:
   - To display the page number, add `REPORT.PAGE`.
   - To display the total number of pages in the report, add `REPORT.PAGES`.
   - For batch reports, use `BATCH_PAGE` and `BATCH_PAGES` instead.

Q: Page numbers

Click a question in the list to see the answer:

I have page numbers on each line of my report

The page variable may be in the Details section of your report. Check your report layout and move the variable to either the Page Header section or Page Footer section.

Which variables should I use to generate page numbers?

There are four variables you can use:

- `PAGE`: The page number when dealing with a single report. For example, Page 1, Page 2, Page 3.
- `PAGES`: Indicates the number of pages expected in the report when dealing with a single report. When use with the page variable it would read, Page 1 of 5, Page 2 of 5, Page 3 of 5.
- `BATCH_PAGE`: When generating a batch of reports, this variable indicates where a page is within the batch as a whole. For example, Page 1, Page 2, Page 3, Page 4.
- `BATCH_PAGES`: Indicates the number of pages expected from a print run when generating a batch of reports. Typically used with the batch page variable. For example, Page 1 of 60, Page 2 of 60, Page 3 of 60.

Images

Introduction

Adding images can make your reports more professional and consistent with your company branding.

Insert an image

> **Tip:** You can drag and drop an image from Windows Explorer or other compatible applications, or copy an image to the clipboard and paste it in your report. If you use either method, a copy of the image will be stored in your report.

1. Select **Add Image / Logo** from the toolbar, or choose **Toolbox > Add Image / Logo**.
2. Click and drag in your report to draw a box for the image.
3. Select how you want to insert the image.
   - **Browse my PC or network for an image**.

     You can choose to **Store the image in the report**, to place a copy of the image in the report. If you don't store the image in the report, the image will be linked to the original file; so if you change the external file, the image in your report will also change.
   - **Select an image from my application data**. If you have images in your data (such as product pictures), you can insert a variable that contains an image. See Insert images from your data on page 118.
   - **Build an expression to select an image**. You can create an expression that will select the image.

> **Note:** The image will initially be set so that it does not distort when it is resized; to change this, use the Lock Aspect Ratio property.

Other tasks

You can also:

- Lock an image into position on your report. See Behaviour properties on page 201.
- Control whether the image is printed or not. See Appearance properties on page 191.
- Control the space allocated to an image, using the **Size Method** property. This is useful if you are calling images of different sizes to the same position on each page throughout a report. See Appearance properties on page 191.

- Make an image appear in the report only when a certain condition is met. See Conditional formatting on page 223.
- Add a hyperlink to the image if you intend to generate an electronic copy of the report such as a PDF. Perhaps you want your company logo on the report to link to your website address. See Drill down reports on page 167.

Q: Images

Click a question in the list to see the answer:

Which image formats can I include in my report?

- Bitmap files: *.bmp, *.gif, *.jpg, *.png, *.ico
- Metafiles: *.emf, *.wmf

I'm sure my report included an image, but I can't see it. How can I find it?

If you cannot see an image in your report layout, select the image from the Report Explorer pane. Alternatively, you can hover over the area where the image was placed to display the image box.

The image may not be displayed if:

- It is a linked image (i.e. it is not stored in the report), but the original image that it was linked to has since been moved or deleted. Select the image in your report, then in the Properties pane, check that the **Filename** setting points to the image.
- The image is not set to be visible. Select the image in your report, then in the Properties pane, check the **Visible** property and make sure it is set to **True**.

Some of the images don't fully print

The amount of space allocated to the images is too small. Check that the image's **Size Method** property is set to **AutoGrow**. This allows the space allocated to the image to expand or decrease so that it fits on the report. From the Properties pane, choose **Size Method > AutoGrow**.

How do I insert an image from my data?

You can insert an image contained as a variable in your data, e.g. a product image.

1. Select **Add Image / Logo** from the toolbar, or choose **Toolbox > Add Image / Logo**.
2. Click and drag to draw the box for your image in your report.
3. Choose **Select an image from my application data**.
4. Select the image variable that you want to add. Only variables with an image format will be listed.

How do I insert an image from a website?

To insert an image from a website, first copy the image to the clipboard, and then paste it in your report.

1. How you copy the image from a website will depend on your Internet browser; typically, you can right-click on the image and select **Copy**.
2. To paste the image in Report Designer, choose **Edit > Paste**.

Insert images from your data

Introduction

You can insert images that are contained in your main Sage software data; for example, product images.

Insert an image from your data

1. Select **Add Image / Logo** from the toolbar, or choose **Toolbox > Add Image / Logo**.
2. Click and drag in your report to draw a box for the image.
3. Select **Select an image from my application data**.

> **Note:** The variables in your data that contain images are displayed. A message will be displayed if there are no variables in your data that contain images.

4. Select the variable from the application data.

   A sample image from the data is displayed.
5. To insert the image variable in your report, click **OK**.

Text, lines and boxes

Introduction

Adding text, lines and boxes adds impact and clarity to a report.

You can

- Change the appearance of text, lines and boxes, such as colour and style. See Appearance properties on page 191.
- Lock them into place on your report so they can't be accidentally moved. See Arrange report information on page 33.
- Control whether they print or not in your final report. See Appearance properties on page 191.
- Make them appear in the report only when a certain condition is met. Particularly useful when dealing with warning messages. See Conditional formatting on page 223.

Add text, boxes and lines

Add text

1. Select **Add Text** from the toolbar, or choose **Toolbox > Add Text**.
2. Click and drag in your report to draw the text box.
3. Click in the box and type your text.

> **Tip:** You can set **Background** or **Border** properties for the box. See Appearance properties on page 191.

Draw a box

1. Select **Draw Box** from the toolbar, or choose **Toolbox > Draw Box**.
2. Click and drag in your report to draw the box.

> **Tip:** You can set **Background** or **Border** properties for the box. See Appearance properties on page 191.

Draw a line

1. Select **Draw Line** from the toolbar, or choose **Toolbox > Draw Line**.
2. Click and drag in your report to draw the line.

Tip: Use the **Line style** property to set the style, colour or width of the line. See Line style on page 199.

Q: Text, lines and boxes

Click a question in the list to see the answer:

The text in a text box doesn't always print fully

The text box size isn't big enough for the information returned from the database. This can be corrected using the **Auto Grow** property, which allows the space allocated to the information to expand or decrease so that it fits on the report. There is also a **Word Wrap** property you may find useful. See Appearance properties on page 191.

Is there an easier way to add titles to my report?

You can use Active Complete to automatically add titles to the report when you add a variable or expression.

See Active Complete on page 227.

How do I edit text?

Double-click the text box you want to change. Enter the revised text. When you next click outside the text box, the border disappears, leaving the revised text.

Why is there are warning icon appearing on my report?

At some point a text box has been added to the report but without any text inserted.

To delete the text box, select the icon and then press *Delete*.

To use the text box, double-click it and then enter text.

Expressions

Introduction

An expression tells Report Designer what information to include in a report. When the report is generated, each expression is calculated to produce a value. This value may come directly from the database, or be the result of further calculations on the information in the database.

An expression is a formula that can include:

- Numbers.
- Text.
- Variables, which are your data names and the table it belongs, such as `REPORT.PAGE`.
- Functions, used for complex mathematical processing such as string functions.
- Operators that can be words such as `NOT` or `LIKE` and symbols such as less than `<`, greater than `>`, or equal to `=`. They include wildcards such as `%`, which replace single or multiple characters and are used to search for values where there is more than one possible result.

There are some rules to follow when constructing an expression (see Q: Expressions and snippets on page 126). To help construct expressions, an Expression Editor is displayed when you work with expressions.

You can use expressions to:

- Show information on the report.
- Filter the information that appears on the report.
- Highlight information in a report using conditional formatting.
- Divide information on the report into groups.
- Sort report information.
- Create criteria for a report to manage the data you want included each time the report is generated.
- Create a drill down target.
- Generate the email addresses a report should be sent to.
- Password protect a PDF document.
- Control the way the information appears and behaves on the report using properties.

Add an expression

To add an expression:

1. Select **Add Expression** from the toolbar, or choose **Toolbox > Add Expression**.
2. Click the report where you want to add the expression.

   The Expression Editor appears.
3. To construct the expression drag and drop variables and functions from the right-hand panes into the left-hand pane.

Tip: You can view the values/information associated with a variable (as stored in your data) using the Expression Editor. Select the variable from the **Fields** pane, then click **Show Field Values**.

Tip:

Q: Expressions and snippets

Click a question in the list to see the answer:

Expressions

Are there any rules to follow when constructing an expression?

Yes, the expression must follow these rules:

- Text must be in double quotation marks. For example, `"name"`.
- The word 'null' represents a blank date. For example, `SALES.LEDGER.DATE.ACCOUNT_OPENED=NULL`.
- Dates must be entered between `#` characters. For example, `#01/12/2001#`.
- Spaces between functions, variables and numbers/text are ignored.
- Text functions can be entered in either upper of lower case.

Tip: For ease of reading, you can indent parts of an expression or start parts on a new line.

What wildcards can I use in an expression?

There are two types:

- `_` for single characters.
- `%` for multiple characters.

  To use `%` as a wildcard, enter it as part of a word between double quotation marks. If you use `%` outside of quotation marks, it will be interpreted as a function.

How does the Expression Editor help?

The editor can help you because:

- It shows the variables and functions you can use in an expression so you don't have to remember them.
- It checks that the expression is valid.
- It shows tooltips for function parameters.
- It provides 'syntax colouring' to make it easier to read the expression.
- It has a predictive text feature.

How do I copy an expression?

Right-click the expression and choose **Copy**. Right-click the report area where you want to paste the expression, and choose **Paste**.

How do I delete an expression?

Select the expression, then press *Delete*.

How do I edit an expression?

Double-click the expression to open the Expression Editor.

What is a syntax error?

The expression is not correct and should be amended. The error will be highlighted in red in the Expression Editor.

What are recursive expressions?

Recursive expressions occur when two expressions reference each other and the calculation cannot be completed.

For example, expression A is expression B divided by two; but expression B is expression A multiplied by two.

Snippets

How do I insert an expression snippet?

Open the Expression Editor (double-click the expression on your report). From the **Functions** pane on the right, scroll down to the **Snippets** folder. Double-click the snippet you require to insert it in the expression.

How do I edit a snippet?

Choose **Tools > Expression Snippets Manager**. Select the snippet and click **Modify**. Click **Build** to edit the snippet using the Expression Editor.

How do I save a snippet?

Double-click the expression. The Expression Editor appears. Click **Save As Snippet**. The Expression Snippets window appears. Enter details for the snippet then click **OK**.

How do I delete a snippet?

Choose **Tools > Expression Snippets Manager**. Select the snippet and click **Remove**.

This feature is only available for:
Sage 50 Accounts, Sage 50 HR, Sage 200.

Expression Snippets

Getting to this window

The options in this window will be different depending on whether you are:

- Saving a snippet from the Expression Editor, by clicking **Save As Snippet**.
- Managing your snippets, by choosing **Tools > Expression Snippets Manager**.

Save As Snippet (from the Expression Editor)

Name	Description
Choose the Group to save into	Displays the snippets that have been created ready for future use. You can store snippets into a standard folder called **MySnippets**, or you may prefer to set up folders that are more meaningful to you and make them easier to find. You do this by clicking **Add**.
Name	Enter the snippet's name; this appears in the **Functions** pane of the Expression Editor.
Description	The description is optional, and can be used to give a bit more information about your snippet and its intended use.
Author	The author name is optional.
Expression	The expression for the snippet is displayed. The expression cannot be changed here, you would need to close this window and return to the Expression Editor.
Add	Use to create folders to store your snippets.
Remove	Use to delete a folder and all its snippets.

Expression Snippets Manager (from the Tools menu)

Name	Description
Groups (left-hand pane)	Displays the snippets that have been created. You can store snippets into a standard folder called **MySnippets** or you

Name	Description
	may prefer to set up your own folders (groups) that are more meaningful to you. To add a new folder, click **Add Group**.
Description	The description is optional, and can be used to give a bit more information about your snippet and its intended use; to change this, click **Modify**.
Author	The author name of the snippet is optional; to change this, click **Modify**.
Expression	The expression for the snippet is displayed; to change this, click **Modify**.
Add Group	Use this to create new group folders to store your snippets.
Add	Use this to create a new snippet. See Add an expression snippet on page 130.
Remove	To delete a folder or snippet, select it and click **Remove**.
Modify	To change a snippet, select the snippet and click **Modify**. See Add an expression snippet on page 130.

This feature is only available for:
Sage 50 Accounts, Sage 50 HR, Sage 200.

Add an expression snippet

Getting to this window

1. Choose **Tools > Expression Snippets Manager**.
2. To create a snippet, click **Add**; or to change a snippet, select it and click **Modify**.

Add or modify an expression snippet

Name	Description
Name	Enter the snippet's name; this appears in the **Functions** pane of the Expression Editor.
Description	The description is optional, and can be used to give a bit more information about your snippet and its intended use.
Author	The author name is optional.
Expression	The expression you constructed is displayed. To create or edit the expression, click **Build**.

Functions

You can use the following functions and operators to build expressions.

- Accounts functions on page 132.
- Aggregates functions on page 133.
- Color functions on page 134.
- Date and time functions (DateTime) on page 135.
- Math functions on page 137.
- String functions on page 139.
- Operators on page 141.

Accounts functions

Below is a list of **Accounts** functions, which can be used in expressions.

Accounts function	Example - before using function	Example - after using function
Unsigned (= to omit a sign)	+25 -25	25 25
Reversed (= to reverse the sign)	+25	-25
Debit (= to only show debit values)	25 (credit) 25 (debit)	0 25
Credit (= to only show credit values)	25 (credit) 25 (debit)	25 0

Note: To apply one of these functions to a variable, you can also use the Properties pane.

Aggregates functions

Below is a list of **Aggregates** functions, which can be used in expressions.

Function	Description
Avg (value)	This function shows the average value of a variable. If a variable average is in a footer section, it shows the average of all the values in the section above. If the variable is in the details section, it will show the average at each point in the list of values.
Count	This function replaces the values of your variable with a numbered list. For example, in preview your report shows the following values for a variable: 32.1, 58.3 and 49.0. If you apply **Count** to that variable, your report will replace those values with: 1, 2, and 3. If the variable is in a footer section, it shows the total number of records.
CountIf (count)	Replaces value with a numbered list if it fits a condition.
Max (value)	This function shows the maximum value of the variable. If the variable is in a footer section, it shows the maximum of all the values in the section above. If the variable is in the details section, it shows the variable's maximum value at each point in the list of values.
Min (value)	This function shows the minimum value of the variable. If the variable is in a footer section, it shows the minimum of all the values in the section above. If the variable is in the details section, it shows the variable's minimum value at each point in the list of values. **Note:** To apply one of these functions to a variable, you can also use the Properties pane.
Sum (value)	This function shows the sum of a variable. If the variable is in a footer section, it shows the total of all the values in the section above. If the variable is in a details or group header section, it shows the running total of the values on the report.

Color functions

Below is a list of **Color** functions, which can be used in expressions.

Function	Description
ARGBColor (alpha, red, green, blue)	Use `ARGBColor` to specify a colour with a transparency (alpha). In the brackets, enter the level of alpha (transparency), and the amount of red, green and blue. The values must be in the range from 0 (no colour) to 255 (full colour). For alpha, 0 is transparent and 255 is opaque.
NamedColor (name)	Specify a colour by name. To make values of less than 0 appear red.
RGBColor (red,green,blue)	Use `RGBColor` to specify a solid colour. In the brackets, enter the amount of red, green and blue. The values must be in the range from 0 (no colour) to 255 (full colour).

Date and time functions (DateTime)

Below is a list of **DateTime** functions, which can be used in expressions.

Function	Description
DateTimeToFormattedString (date, format)	Converts the value of a DateTime instance to its equivalent string representation.
DateTimeToString (date)	Converts the value of a DateTime instance to its equivalent string representation.
Days(d)	Returns a TimeSpan that represents the specified number of days, where the specification is accurate to the nearest millisecond.
DaysInMonth (year, month)	Returns the number of days in the specified month and year.
Hours(d)	Returns a TimeSpan that represents the specified number of hours, where the specification is accurate to the nearest millisecond.
IsLeapYear (year)	Indicates whether the specified year is a leap year.
Milliseconds(d)	Returns a TimeSpan that represents a specified number of milliseconds.
Minutes(d)	Returns a TimeSpan that represents the specified number of minutes, where the specification is accurate to the nearest millisecond.
Now	Gets a DateTime that is set to the current date and time on this computer, expressed as the local time.
ParseDateTime(s)	Converts the specified string representation of a date and time to its DateTime equivalent.
Seconds(d)	Returns a TimeSpan that represents the specified number of seconds, where the specification is accurate to the nearest millisecond.
Ticks(l)	Returns a TimeSpan that represents a specified time, measured in the unit of ticks. **Note:** *Ticks* are 100-nanosecond units of time. A particular date can be expressed as the number of ticks since 12:00 midnight, January 1, 0001 A.D. (C.E.) in the Gregorian Calendar.

Function	Description
UtcNow	Gets a DateTime that is set to the current data and time on this computer, expressed as the Coordinated Universal Time (UTC).

Math functions

Below is a list of **Math** functions, which can be used in expressions.

Function	Description
Abs(d)	Returns the absolute value of a specified number.
Acos(d)	Returns the angle whose cosine is the specified number.
Asin(d)	Returns the angle whose sine is the specified number.
Atan(d)	Returns the angle whose tangent is the specified number.
Atan2(y, x)	Returns the angle whose tangent is the quotient of two specified numbers.
BigMul(a, b)	Produces the full product of two 32-bit numbers.
CDouble(i)	Converts an integer to a floating-point number.
Ceiling(d)	Returns the smallest integer greater than or equal to the specified number.
CInt(d)	Converts a floating-point number to an integer.
Cos(d)	Returns the cosine of the specified angle.
Cosh(d)	Returns the hyperbolic cosine of the specified angle.
e	Represents the natural logarithmic base, specified by the constant, e.
Exp(d)	Returns *e* raised to the specified power.
Floor(d)	Returns the largest integer less than or equal to the specified number.
IEEERemainder(x, y)	Returns the remainder resulting from the division of a specified number by another specified number.
Log(d)	Returns the logarithm of a specified number.
Log10(d)	Returns the base 10 logarithm of a specified number.
Max(val1, val2)	Returns the larger of two specified numbers.
Min(val1, val2)	Returns the smaller of two numbers.
Pi	Represents the ratio of the circumference of a circle to its diameter, specified by the constant *Pi*.
Pow(x, y)	Returns a specified number raised to the specified power.

Function	Description
Round(d)	Rounds a value to the nearest integer.
RoundDP(d, decimals)	Rounds a value to the specified number of decimal places.
Sign(d)	Returns a value indicating the sign of a number.
Sin(d)	Returns the sine of the specified angle.
Sinh(d)	Returns the hyperbolic sine of the specified angle.
Sqrt(d)	Returns the square root of a specified number.
StringToFloat(s)	Converts the string representation of a number to its floating-point equivalent.
StringToInteger(s)	Converts the string representation of a number to its integer equivalent.
Tan(d)	Returns the tangent of the specified angle.
Tanh(d)	Returns the hyperbolic tangent of the specified angle.
Truncate(d)	Calculates the integral part of a number.

String functions

A *string* is a sequence of characters used to represent text.

Below is a list of **String** functions, which can be used in expressions.

Function	Description
Compare(s1, s2)	Compares two specified strings.
Concat(s1, s2)	Concatenates two specified instances of string.
Contains(s1, s2)	Returns a value indicating whether the specified string occurs within a string.
CString(value)	Returns a string that represents the given item on the report.
EndsWith(s1, s2)	Determines whether the end of an instance of string matches a specified string.
FormatString(format, args)	Replaces each format item in a specified string with the text equivalent of a corresponding object's value.
IndexOf(s1, s2)	Reports the index of the first occurrence of the specified string in this instance.
Insert(s1, s2, index)	Inserts a specified instance of string at a specified index position in this instance.
LastIndexOf(s1, s2)	Reports the index of the last occurrence of the specified string in this instance.
Length(s1)	Gets the number of characters in this instance.
PadLeft(s1, c, count)	Right-aligns the characters in this instance, padding on the left with a specified character for a specified total length.
PadRight(s1, c, count)	Left-aligns the characters in this instance, padding on the right with a specified character for a specified total length.
Remove(s1, start, length)	Deletes a specified number of characters from this string.
Replace(s1, replace, with)	Replaces all occurrences of a specified string in this instance with another specified string.
StartsWith(s1, s2)	Determines whether the beginning of an instance of string matches a specified string.
Substring(s1, start, length)	Retrieves a substring from a string.
ToLower(s1)	Converts a string to lower case.

Function	Description
ToUpper(s1)	Converts a string to upper case.
Trim(s1)	Removes all occurrences of white space characters from the beginning and end of a string.
TrimEnd(s1)	Removes all occurrences of white space characters from the end of a string.
TrimStart(s1)	Removes all occurrences of white space characters from the beginning of a string.

Operators

Below is a list of **Operators**, which can be used in expressions.

Operator	Action
+	Add numbers or text.
-	Subtract numbers or text.
*	Multiply values
/	Divide.
%	The remainder of a division (modulus); for example, 5%2 = 1.
^	Raise to the power of. This raises the value on the left hand side to the power on the right hand side; for example, 3 ^2 = 9.
=	Equals (numbers).
<>	Not equal to.
>	Greater than.
<	Less than.
>=	Greater than or equal to.
<=	Less than or equal to.
()	Use rounded brackets to enter more than one calculation in your expression. Report Designer will use the calculation within the brackets first.
,	Separate values supplied as parameters to a function.
;	Separates expressions to be executed as part of a begin/end block.
AND	And/also. To include two or more different rules in your expression. Report Designer will only choose records that meet all the conditions of your expression.
OR	Either/or. The `OR` operator allows you to link expressions together. Report Designer will select data if one or more of the clauses of your expression is true.
NOT	Not true. Use this to exclude data or to test conditions.
LIKE	`LIKE` is the text equivalent of **=**. However, you can only use `LIKE` with text. You can also combine `LIKE` with wildcards.
NOT LIKE	Use this to apply an exclusion clause in your expression.

Operator	Action
:	Use a colon as a separator.
->	Use this to check for a property in the value on the left, e.g. `TextStyle->Color := NamedColor("Red").`
:=	Assign a value, e.g. `Visible := False;`.
? :	Select one of two options- use this to select one of two possible options, based on the result of a test.
TRUE	`True` can be used as part of a comparison filter to check if a variable contains a date. Or as an assignment within a conditional formatting expression. For example, to prevent text from automatically wrapping to a new line in a text box, use `WordWrap:=True`.
FALSE	`False` can be used as part of a comparison filter to check if a variable does not contain a date. Or as an assignment within a conditional formatting expression. For example, to prevent text from automatically wrapping to a new line in a text box, use `WordWrap:=False`.
NULL	Use this to indicate the field has no value. For example, to indicate no border, use `Border:=Null`.
IF	Use this to execute an expression only if a condition is met. The optional `ELSE` section allows you to execute a different expression if the condition is not met. Use with `BEGIN` and `END` to execute multiple expressions.
THEN	Use this to execute an expression only if a condition is met. The optional `ELSE` section allows you to execute a different expression if the condition is not met. Use with `BEGIN` and `END` to execute multiple expressions.
ELSE	Use this to execute an expression only if a condition is met. The optional `ELSE` section allows you to execute a different expression if the condition is not met. Use with `BEGIN` and `END` to execute multiple expressions.
BEGIN	`BEGIN` is a text equivalent of `{`.
END	`END` is the text equivalent of `}`.
{}	Grouping brackets, to group multiple expressions together. These brackets allow all of the expressions in the group to be executed in sequence. `BEGIN` and `END` are text equivalents of `{` and `}`.
SWITCH	To select which expression to execute based on the value of a field or the

Operator	Action
	value returned from a function. Use with `BEGIN` and `END` to execute multiple expressions.
CASE	To select which expression to execute based on the value of a field or the value returned from a function. Use with `BEGIN` and `END` to execute multiple expressions.
DEFAULT	To select which expression to execute based on the value of a field or the value returned from a function. Use with `BEGIN` and `END` to execute multiple expressions.

Barcodes

Introduction

Report Designer supports a range of barcode symbols that control the appearance of a barcode.

Typically, barcodes are one dimensional, displayed as a series of parallel bars of varying widths and spaces. But there are two dimensional barcodes that are displayed as patterns of squares, dots and hexagons.

For one dimensional barcodes, all of the information can be read by scanning the image in one direction (usually horizontally, from left to right) only. For two dimensional barcodes, the image must be scanned in its entirety.

Each barcode is designed for different uses, printers, displays and readers. There is a limit to the number of symbols some barcodes display; for example, UPCE only allows eight symbols. You need to take this length into account when creating an expression for the barcode.

You can

- Change the type of barcode type used (referred to as *symbology*).
- Change the appearance of the barcode, such as its colour.
- Control the size of the barcode.
- Display text with the barcode that represents the data.
- Lock the barcode into place on the report layout so it can't be accidentally moved. See Arrange report information on page 33.
- Make a barcode appear in the report only when a certain condition is met. See Conditional formatting on page 223.

Add a barcode

To add a barcode:

1. Select **Add Barcode** from the toolbar, or choose **Toolbox > Add Barcode**.
2. Click your report where you want to add the barcode.

   The Expression Editor appears.
3. Enter an expression to select the information used to generate the barcode.

   To do this, drag and drop variables and functions from the right-hand panes into the left-hand pane.

4. To set the barcode format, from the Properties pane select **Barcode Format** and click the finder button ....

Q: Barcodes

Click a question in the list to see the answer:

Why does the barcode not fully print?

First, check the type of barcode you are using. There is a limit to the number of symbols some barcodes display. For example, UPCE only allows eight symbols. To do this, right-click the barcode and select **Change Barcode Format**, then check the **Symbology** setting.

Alternatively, it could be that the amount of space allocated to the barcode is too small. This can be corrected by changing the barcode's **Size Method** property. To do this, select the barcode, then from the Properties pane, select the **Size Method** to be used. See Appearance properties on page 191.

How do I change the look and size of the barcode?

How There are several things you can change, such as the colour of the barcode. To do this, right-click the barcode and select **Change Barcode Format**. See Edit Barcode Format on page 147.

Can I change the text displayed with the barcode?

No. The text shows the same data that is represented by the barcode.

How do I change the position of the text displayed with the barcode?

Right-click the barcode and select **Change Barcode Format**. Use the **Text Location** drop-down list to select the text position, then click **OK**.

How do I change the style of font used for the barcode's text?

From the Properties pane, select **Text Style** and click the finder button [...]. The Modify Text Style window appears. Select the font style you want to use then click **OK**.

How do I improve the quality of the barcode image?

First, open the Barcode Format settings. Right-click the barcode, then select **Change Barcode Format**.

- To make the barcode image sharper, increase the **Resolution** value. Typically the resolution is set to 300 DPI, but if this is not adequate then try increasing the value to something like 600 DPI. When you increase the resolution, the size of the image will also increase, so the file size of the generated report will also increase.
- If the report is to be viewed on screen, using the **Anti-alias image** setting will increase its clarity by smoothing edges. This will have limited effect on the sharpness of a printed barcode, where it will be much more effective to increase the resolution.
- You could also check the controls on the barcode's size to see if the image is stretched or clipped. To do this, select the barcode, then from the Properties pane, select the **Size Method** to be used. See Appearance properties on page 191.

Edit Barcode Format

Getting to this window

Select the barcode you want to work with, then from the Properties pane select **Barcode Format** and click the finder button [...].

Field name	Description
Symbology	Controls which symbol is used for the barcode image. Typically, barcodes are one dimensional, displayed as a series of parallel bars of varying widths and spaces. But there are two dimensional barcodes that are displayed as patterns of squares, dots and hexagons. For one dimensional barcodes, all of the information can be read by scanning the image in one direction (usually horizontally, from left to right) only. For two dimensional barcodes, the image must be scanned in its entirety. Each barcode is designed for different uses, printers, displays and readers. There is a limit to the number of symbols some barcodes display; for example, UPCE only allows eight symbols. You need to take this length into account when creating an expression for the barcode.
Include Checksum	Also referred to as check digit. It is used to check the barcode has been read correctly when scanned. It is a single digit added to the end of the barcode. The digit is calculated based on the information in the barcode. When the barcode is scanned the reader checks the barcode against the check digit calculation. **Note:** Some barcodes don't support this check.
Text Location	Controls where the barcode text is displayed. Choose to display text above or below the barcode. Or you can decide not to show the text. However, text is important should the printed barcode become damaged or of poor quality.
Text Spacing	Controls the space between the text and the barcode. **Tip:** To change the measurement unit, choose **Tools > Options**, then on the **Options** tab set the layout **Measurement** unit.
Bar colour	Controls the colour of the bars in the barcode. **Tip:** Black bars are the optimum colour for barcodes with white spaces

Field name	Description
	as the background.
Bar Width	Controls the width of a single bar. The size of each barcode symbol is subject to upper and lower limits. For example, the EAN-13 symbology has a magnification range of 80% to 200% of its specific nominal size. Any change to the barcode's size should be proportionate otherwise it will affect scan rates. **Tip:** To change the measurement unit, choose **Tools > Options**, then on the **Options** tab set the layout **Measurement** unit.
Bar Height	Controls the height of the barcode. The size of each barcode symbol is subject to upper and lower limits. For example, the EAN-13 symbology has a magnification range of 80% to 200% of its specific nominal size. Any change to the barcode's size should be proportionate otherwise it will affect scan rates. **Tip:** To change the measurement unit, choose **Tools > Options**, then on the **Options** tab set the layout **Measurement** unit.
Wide: Narrow	Controls the ratio between the size of wide bars to that of narrow bars. Perhaps you have a specific a barcode format you want to achieve, you could use this setting to get the desired result. However, the default setting works in most cases. **Note:** Some barcodes don't support this.
Anti-alias Image	This wil produce a smoother barcode image. This improvement in quality may affect the speed of generating and printing reports or labels.
Resolution	Controls the fineness of an image, which is measured in DPI (dots per inch). The higher the DPI the finer the barcode. It is worth considering the capability of the printer and printer driver used to print the barcodes before increasing the resolution. High-resolution barcodes may affect the speed of generating and printing reports or labels.
Rotation	Angles the barcode and its text to match how it will be fed to the reader.
Preview	Gives you an image of the barcode based on your current settings.

Field name	Description
	The example uses values 0-9, but you can enter any value you want to check.

6

Arrange information

- To learn how to divide information in your report into grouped sections, see Group information on page 151.
- To set the order that information is sorted in your report, see Sort information on page 155.
- To remove unwanted information from a report, see Filter information on page 158.
- To learn how to set up the criteria that can be used for report queries, Using criteria to query reports on page 161.
- To set up links in your report that display related information, see Drill down reports on page 167.
- To embed a different report inside a report, see Subreports on page 172.

Group information

Introduction

You can divide report information into *groups* that share something in common. For example, you may prefer to see a list of contacts grouped by town or city.

Each group section has a header at the start of the information set and a footer at the end of the information set. A group header can be used to show a title that indicates what is contained in the group. A group footer can be used to show a total or subtotal for the group.

The *details* section (the main body of the report) sits between the group header and footer on your report layout. We recommend you deal with your details section before grouping the information.

Multiple levels of grouping can be used. For example, a list of contacts could be grouped by type (private, corporate, government) and then by city or town.

A group section has an expression that controls how the information is divided into the different sets of information, such as date, name or post code. By its very nature the group sorts information into sets. The information in these sets can then be sorted. The group sort always takes priority over other sorts.

You can

- Add headers/titles to introduce the information in a group.
- Add totals or subtotal to grouped information.
- Have the information sets ordered in ascending or descending order.
- Have multiple levels of grouped information.
- Allow or prevent the grouped information from breaking across pages.
- Start the grouped information on an even or odd page.
- Add a filter to exclude unwanted information from the group.
- Sort the information within each grouped set.

Group information in your report

To group information on your report:

1. Choose **Sections > Add Section > Group Header and Footer**.

   The Expression Editor appears.

2. Enter the expression or variable on which the report will be grouped.

   > **Tip:** The group can be controlled by a variable that doesn't even appear on your report.

Q: Group information

Click a question in the list to see the answer:

How do I change the ascending/descending order of grouped information sets?

Select the group header section. From the Properties pane, select the **Group Sort Direction** option, then choose **Ascending** (A-Z) or **Descending** (Z-A).

How do I add a page break to grouped information?

- Break before the start of the group.

  Select the group header section. From the Properties pane, set the **Page Break Before** option to **True**.

- Break after the group.

  Select the group footer section. From the Properties pane, set the **Page Break After** option to **True**.

How do I stop the grouped information breaking over pages?

Select the group header section. From the Properties pane, set the **Keep Together** option to **True**.

How do I start grouped information on an even or odd page?

Select the group header section. From the Properties pane, set the **Start on Page** option to **Even** or **Odd**.

How do I move a group section?

Select the group section. Choose **Sections > Move Section Up / Down**.

The corresponding group header or footer also moves.

How do I delete a group section?

Select the group section. Choose **Sections > Delete Section**, then click **Yes**.

Both the group header and footer are removed from the layout.

How do I add a total to the grouped information?

Select *fx* **Add Expression** from the toolbar, or choose **Toolbox > Add Expression**. Click the group footer section. The Expression Editor opens. Drag the variable you want to use for the total from the **Fields** pane into the left-hand pane, then click **OK**.

How do I change the expression set for the group?

Select the group header section. From the Properties pane, select the **Group Expression** option then click the finder button [...]. The Expression Editor opens. Change the expression and click **OK**.

How do I reduce the number of grouped information sets?

One way to reduce the number of information sets is to use the **Character Count** property. Select the group header section, then from the Properties pane, select the **Character Count** option.

Use this property to keep together records that contain similar initial characters. The **Character Count** value sets the number of characters to compare in each record. Records that have matching characters will be kept together on the same page, rather than split up.

For example, suppose the records contain the following:

Thompsons Cafe
Thompsons Restaurant
Thornaby Bakery

If the **Character Count** is set to **4**, then Thompsons Cafe and Thompsons Restaurant would be kept together, as the first 4 characters are the same; but Thornaby bakery would split to the next group.

Why is the footer taking up so much space in my report?

This can occur if you only want one footer to appear on a page but have several footers in a report. Report Designer adds the size of all footers together to work out the space needed. Since you only want one footer to display, you need to discount the space allocated to the other footers.

Select the group footer section. From the Properties pane, set the **Allow Overlap** property to **True**.

Sort information

Introduction

Sorting is placing information in some kind of order to help you find and evaluate it.

Without a sort, data (information) appears on the report in the order in which it was originally entered into the database. Finding information in this kind of report is difficult. It is much easier to find information when you can see it sorted in a logical order. For example, you may want to have a contact list sorted alphabetically by name.

A sort is applied to all sections within a report. When ordering information for a group section, it will sort the information within each information set accordingly. It does not affect the *group* sort direction, which controls the order in which the information sets are displayed. For example, you may want a list of contacts split into groups by town; say from York to Aberdeen - this is the *group* sort direction. Then within the information sets the contacts are sorted alphabetically by name - this is the *data* sort.

You can

- Sort information in either ascending or descending order.
- Reorder the sorts on a report.
- Apply several sorts to a report.

  You could sort a contact list first by name and then by post code. Each sort is listed separately in your report and is applied in the order in which it is appears in the list.

Using sorts

- Choose **Report > Sorts**.

  The Sorts window appears.

  The list displays the sorts that will be applied to the report; these are listed in order.

Add or edit a sort

1. Choose **Report > Sorts**.

   The Sorts window appears.

2. To add a sort, click **Add**; or to edit a sort, select it and click **Configure**.

   You can sort the data according to the value of a variable or the value of an expression.

   - To sort data according to a variable, select the **Table** and **Variable**.
   - To sort data according to an expression, click **Edit Expression** to create the expression. See Expressions on page 122.

3. Choose to sort the data in **ascending** or **descending** order.

Change the order that sorts are applied to the report

1. Select a sort from the list.
2. Click the up and down arrow icons to change the order of the sort.

Delete a sort

- Select a sort from the list and click **Remove**.

Q: Sort information

Click a question in the list to see the answer:

How do I reorder the sort on the report?

Choose **Report > Sorts**. The Sorts window opens. Select a sort from the list and use the arrows to the right of the window to move the sort into the correct position.

How do I delete a sort?

Choose **Report > Sorts**. The Sorts window opens. Select the sort you want to delete from the list and click **Remove**.

How do I change a sort?

Choose **Report > Sorts**. The Sorts window opens. Select the sort you want to change from the list, then click **Configure**. The Sort window opens. Select the table and variable, or enter an expression to control the sort. Choose to sort the data in **ascending** or **descending** order.

Filter information

Introduction

Filters remove unwanted information from a report. For example, you could exclude records before a certain date.

A filter is an expression combining a variable and an operator, such as less than or greater than.

Filters are fixed and are always applied to the report. If you want to choose the information to include in the report when it is generated, then use criteria instead of a filter.

You can

- Set a report filter to work on the whole report.
- Set a section filter to work on part of a report. Each section can have its own filter.
- Change the appearance of the filtered information, such as font style or size.

Set a filter

1. You can set a filter on a report, or a section in a report.
   - To set a report filter, choose **Report > Filters**.
   - To set a section filter, select the section, then from the Properties pane, select **Filter** and click the finder button ....
2. In the Modify Filter window, enter the filter conditions. You can enter one or two conditions that compare a variable from your data with a value. This value could be an actual figure, or 1/0 to represent true/false.

   For example, to include customer accounts that are on hold, you might use **SALES_LEDGER.ACCOUNT_ON_HOLD Equals 1**.

   a. Select the table and variable.
   b. Select how it will be compared to the value; for example, equals, greater than, or less than.
   c. Enter a value.

   Note: If you want to create your own expression as a filter, click **Use Advanced Filter**.

3. If you add a second condition; select **And** if it will be used in conjunction with the previous filter, or select **Or** if it will be used as an alternative.
4. To save the filter, click **OK**.

Q: Filter information

Click a question in the list to see the answer:

What's the difference between a report filter and a section filter?

- If you use a *report* filter, unwanted information is not retrieved from the database, which improves report generation time. If the information is not used at all in a report use a report filter.
- If you use a *section* filter, information is retrieved from the database, but is then excluded or included in the report if the condition for the section is met. This can remove unwanted lines of information as well as blank lines. Depending on the design of your report you may need to retrieve information from the database and deal with it on a section-by-section basis.

  For example, you might generate a list of people to contact by phone or by letter. This is would be set as a report filter. The letter contacts may include information such as date, name, address and reason for contact. Phone contacts may include date, name, number, reason for contact and outcome. By dealing with them separately, information could appear in one section or another, allowing sections to be formatted in different ways.

Should I set the report filter first or a section filter?

We recommend you set up your report filter before adding any section filters.

How do I pinpoint key information in a filtered section?

Take a look at the information on conditional formatting.

How do I delete a filter?

- To delete a report filter, first choose **Report > Filters**. The Modify Filter window opens. Click **Clear Filter**, then click **OK**.
- To delete a section filter, first select the section. From the Properties pane, select **Filter** then click the finder button ... . The Modify Filter window opens. Click **Clear Filter**, then click **OK**.
- If the filter is displayed in the expression editor, you can remove the filter by clicking **Clear**.

What's the difference between a filter and criteria?

Filters are used to remove unwanted information from a report. They determine what is retrieved from the database. They are fixed in that they are always applied to the report.

Criteria do filter information but at the point the report is generated when you get the opportunity to change the range of information you want to include in your report.

Modify filter

Filters remove unwanted information from a report. For example, you could exclude records before a certain date.

Set a filter

1. You can set a filter on a report, or a section in a report.
   - To set a report filter, choose **Report > Filters**.
   - To set a section filter, select the section, then from the Properties pane, select **Filter** and click the finder button .
2. In the Modify Filter window, you can create your filter conditions. These are entered as separate lines that compare a variable from your data with a value. This value could be an actual figure, or 1/0 to represent true/false.

   For example, to include customer accounts that are on hold, you might have something like **SALES_LEDGER.ACCOUNT_ON_HOLD Equals 1**.

   a. Select the table and variable.
   b. Select how it will be compared to the value; for example, equals, greater than, or less than.
   c. Enter a value.

   > **Note:** If you are editing an advanced filter, the filter will be displayed in the expression editor.

3. If you add another line, select **And** if it will be used in conjunction with the previous filter, or select **Or** if it will be used as an alternative.
4. To save the filter, click **OK**.

Using criteria to query reports

Introduction

Criteria control the information your report displays. Without them your report would display every piece of information that exists in the data it reads.

Unlike filters that always exclude information, with criteria you can select the range of information you want in your report; usually at the point when it is generated. For example, you may find you want to query your report to view a particular range of information between certain dates.

You can

- Enable criteria so that every time you generate the report you are asked to select the range of information you want included in the results. Enable is a status set for the criteria.
- Use preset criteria so that every time you generate the report it uses the same criteria. Preset is a status set for the criteria. Here the criteria is always applied to the report. You are not asked to confirm or amend the range when you run the report.
- Switch off unwanted criteria by setting its status to **Disabled**.
- Use any variable to query your report, such as dates and transaction types.

Using criteria in reports

Add new criteria to a report

To add new criteria to a report:

1. Choose **Report > Criteria**.
2. Click **New Criteria**.
3. Select the table and variable from your data that you want to set up the criteria for, then click **OK**.The Criterion Details window appears.
4. Click **OK** to add the criteria to the report's criteria list.
5. You can set the internal **Criterion name**, the criteria description (displayed when you preview the report), and set its **Status** to be enabled or disabled. See Criterion details on page 164.

Modify report criteria

To edit the report criteria:

1. Choose **Report > Criteria**.

   > **Note:** The list initially shows the active criteria for the report, that have a status of enabled or preset. To also see criteria that have a disabled status, select **Show Disabled**.

2. Select the criteria you want to change then click **Modify**.
3. You can set the internal **Criterion name**, the criteria description (displayed when you preview the report), and set its **Status** to be enabled or disabled. See Criterion details on page 164.

Change the order that criteria are displayed

To change the order in which criteria are displayed when the report is previewed:

1. Choose **Report > Criteria**.
2. Select a criteria and change its position by clicking **Move Up** or **Move Down**.

Q: Using criteria to query reports

Click a question in the list to see the answer:

How do I get the criteria range to print on my report?

For every criteria on your report a range of variables are created for use as headings, such as to, from, display and type. These variables are stored in the **Criteria** table.

From the Variables pane, double-click the **Criteria** table, then drag and drop the variable you want as a heading into position in the report header section.

How do I switch off criteria that has been set up on my report?

Select the criteria and then click **Modify**. From the **Status** list, choose **Disabled**.

Criterion details

Getting to this window

Choose **Report > Criteria**, then select the criteria to edit and click **Modify**.

Criterion Details

This feature is only available for:
Sage 50 Accounts, Sage 50 Manufacturing, Sage 50 HR.

Field name	Description
Criterion Name	Controls how the name of the variable displays on the Manage Criteria window.
Message to use when prompting for value	Controls how the criteria appears on the report (on the Criteria Values window).
Status	Controls whether the criteria is included for this report. Change the status to **Enabled** or **Disabled** to include or exclude the criteria. Use **Preset** to always apply the criteria to the report.

Additional Criterion Details

This feature is only available for:
Sage 200.

Field name	Description
Criterion Name	Controls how the name of the variable displays on the Manage Criteria window.
Description	Controls how the description of the variable displays on the Manage Criteria window.
Message to use when prompting for value	Controls how the criteria appears on the report (on the Criteria Values window).

Field name	Description
Status	Controls whether the criteria is included for this report. Change the status to **Enabled** or **Disabled** to include or exclude the criteria. Use **Preset** to always apply the criteria to the report.
Is transient	Includes all the range selectors such as **All**, **Is**, **Between** etc for the report.
Fix the range selector (e.g. Between, From, To)	Sets the **Default Value** as the range selector for the report.
Dropdown selection list	Controls the values you can select for the report criteria. For example, for the `ACCOUNT_NUMBER` criteria, the drop down lists will contain all the account reference numbers. ▪ **Do not show dropdown list of values**: Adds a box on the Criteria Values window. You have to enter the values for the criteria when generating the report. ▪ **Show a dropdown list of values from the database**: Adds all the values for the criteria in dropdown lists on the Criteria Values window. To change the values in the dropdown lists, click **Edit Query** and enter the appropriate database query. ▪ **Show a fixed dropdown list**: Adds a fixed selection of values in a dropdown list on the Criteria Values window. To add the values you want to appear in the dropdown list, click **Edit fixed list**.
Default Value	Controls which range selector is set as the default.

Enter criteria values

Introduction

If a report has been set up to use criteria, you will be prompted to enter the criteria when you preview the report.

Use the criteria to select the range of information that you want in your report; for example, you might want to view a particular range of dates or account numbers.

The criteria available will be different for each report.

- To edit the report criteria, choose **Report > Criteria**.

  See Using criteria to query reports on page 161.

Drill down reports

Introduction

A drill down report is a report that is linked to other information. They are a great way to give access to additional information so that you and others have all the information to hand.

When you click a drill down area in a report, the linked information is displayed in a separate window.

> **Tip:** Drill down areas are highlighted in the report as links (blue and underlined) in **Preview** mode only. When you hover over the link, the pointer icon will change to a hand. The link formatting is not displayed when the report is printed.

Many of the standard reports delivered with Sage software can be easily linked together using the drill down feature. This means you don't have to write these reports from scratch.

You can

- Get a report to open another report in order to view a breakdown of the figures for a given value.

  Report Designer passes information from one report to another using criteria. To control the information that is displayed you will need to set criteria for the information that will be passed from the destination report. This is quite different to setting criteria for the source report.
- Open others documents such as a web page or PDF document.

Add a drill down

To add a drill down area to a report:

1. Select the item on the report that you want to be a drill down.
2. From Properties pane, select **Drill Down** then click the finder button .
3. The Drill down action window appears.

   See Drill down action (details) on page 169

Q: Drill down reports

Click a question in the list to see the answer:

Can I link a report to more than one report or website?

You can link a report to as many reports or documents needed.

What elements can I use a drill down with on a report?

Any element on a report can be a drill down.

What can I link to a report?

You can link any type of format to a report, such as spreadsheets, text documents and images.

How will I know if an element in a report is a drill down?

Drill down areas are highlighted in the report as links (blue and underlined) in **Preview** mode only. When you hover over the link, the pointer icon will change to a hand.

Can I email a drill down report using Report Designer?

Although the report itself can be emailed, the report will not support drill down areas.

To use the report on another computer, copy the report layout together with the linked information to the target computer. Ensure the path to the linked information is relative.

Drill down action (details)

To display the drill down action for an item in the report, select **Drill Down** from the Properties pane, then click the finder button .

Settings tab

Set **When this element is clicked** to specify the action that will take place when the drill down element is clicked in **Preview** mode. The **Settings** tab displays different options depending on document type you select.

Open a report

Field name	Description
Open a fixed report file	Use this option to open a specific report. Click **Browse** to select the report you want to open. You can control the records that appear in the newly opened report by passing criteria, which are entered on the **Advanced** tab.
Open the report file defined by the expression	Use this option if there is a choice of report to display that depends on certain conditions. Click **Edit** to enter an expression that defines the report file name based on any condition. For example: `TABLE.FIELD = "value" ? "path_to_report_if_true" : "path_to_report_if_false"` You can control the records that appear in the newly opened report by passing criteria, which are entered on the **Advanced** tab.

Open a web page

Field name	Description
Go to a fixed web address	Use this option to link your report to a website or document. Enter the website's address (URL). For example, `www.sage.com`. To link a document, enter the location and file name of the document. For example, `C:\Documents\Another document.pdf`. **Tip:** As you enter the information, a list of addresses will be displayed

Field name	Description
	based on your browser history. You can control the records that appear in the newly opened report by passing criteria, which are entered on the **Advanced** tab.
Go to a web address taken from the report data	Use this option if there is a choice of document or website to display and this depends on certain conditions. Click **Edit** to enter an expression that defines the report file name based on any condition. For example: `TABLE.FIELD = "value" ? "http://www.address_if_true.com" : "http://www.address_if_false.com"` You can control the records that appear in the newly opened report by passing criteria, which are entered on the **Advanced** tab.

Advanced tab

Field name	Description
Advanced	Use this tab to enter criteria for the drill down report. You can control which records are displayed in the report; for example, display a single record which relates to the customer or employee you have clicked. To add criteria enter the name of the value you want to specify (which should match the name of a criterion in the target report) and click **Add**. Enter an expression which gives the criterion value.

Examples

Sage 50 Accounts

To display a related customer report showing only a single customer you would enter two criteria:

Name 1: `CRITERIA.CUSTOMER_REF_FROM`

Value 1: `SALES_LEDGER.ACCOUNT_REF`

Name 2: `CRITERIA.CUSTOMER_REF_TO`

Value 2: `SALES_LEDGER.ACCOUNT_REF`

Field name	Description
	Sage 50 HR `vw.report.employment.EmploymentWorksNumber`

This feature is only available for:
Sage 50 Accounts, Sage 50 Manufacturing, Sage 200.

Subreports

Introduction

Subreports are separate self-contained reports which are embedded within a parent report (called the *primary* report). When the primary report is generated, each time a subreport is encountered, the subreport is generated and then placed onto the page at the relevant location within the primary report.

They come in useful when you want to present information from different data sources in a single report. You could also present different views of information in a single report, say a summary at the beginning of the report followed by details.

You can

- Limit what is passed to the subreport to exclude irrelevant information using criteria.

  > **Note:** Subreport criteria are not displayed for selection at the point the report is generated.

- Join up rows of information in the subreport to relevant rows of information in the primary report using criteria.
- Resize the subreport to fit neatly into the allocated space on the primary report.
- Set the subreport to display horizontally in the primary report.

> **Note:** Subreports that are contained in your report are not exported to Excel.

Add a subreport

To add a subreport:

1. Open the primary report and select **Add subreport** from the toolbar, or choose **Toolbox > Add Subreport**.
2. Click and drag to draw where you want to add the subreport.

   The Report Wizard opens. Follow the instructions in the wizard to create your subreport.
3. The subreport is displayed separately to the primary report. You can switch between the reports using the tabs at the top of the window.
4. The subreport is created with items such as a title, description and end of report banner. It is likely you will want to tidy up the subreport by removing unwanted headings.

Edit a subreport

To edit a subreport:

1. Open the primary report that contains the subreport.
2. Find the subreport you want to edit.

   > **Tip:** If you are having difficulty finding the subreport, open the Report Explorer pane and look for a subreport icon and report name.

3. To open the subreport, either:
   a. Double-click the subreport in your report.
   b. Select **Report** in the Properties pane, then click the finder button .
4. The subreport is displayed separately to the primary report. You can switch between the reports using the tabs at the top of the window.

This feature is only available for:
Sage 50 Accounts, Sage 50 Manufacturing, Sage 200.

Q: Subreports

Click a question in the list to see the answer:

How do I limit the information that is displayed in a subreport?

To limit the information displayed in a subreport:

1. Set up criteria in the subreport which will filter the information in the subreport to show only the required records. For example, records for a particular customer.
2. Pass a value from the primary report to the subreport criterion; for example, the customer reference.

   See Subreport criteria on page 175.

How do I set up criteria within the subreport?

Select the subreport , then choose **Report > Criteria**. The Manage Criteria window appears. Check the listed criteria for one that is suitable.

Otherwise, you can add new criteria by clicking **New Criteria**.

How do I pass a value from the primary report to the subreport criteria?

To pass a value from the primary report to the subreport criterion, see Subreport criteria on page 175.

Why are criteria rather than a filter used to limit the information passed to the subreport?

You can set a static filter in the subreport, but criteria are more useful when dealing with subreports as you can match the information in the subreport to the information in the primary report.

What can I do to reduce the report's generation time?

Try to ensure that each report (including subreports) results in a single database query. If you have a subreport on each row of the primary report, this will result in one database query for the primary report, plus one query per row for the subreport; which will be slower than not using subreports.

Can I add a subreport to a subreport?

No. A subreport can't contain another subreport.

What is the different between a primary and subreport?

A subreport is embedded in a primary report. Also, a subreport can't contain another subreport.

How do I change the size of the subreport?

On the primary report click the embedded subreport. Small squares appear as a border around the subreport. Move your cursor over these squares and drag the borders to the size you want.

Can I export subreports to Excel?

No. Subreports that are contained in your report are not exported to Excel.

Subreport criteria

You can use criteria from your primary report in a subreport.

To do this:

1. On the primary report, select the subreport.
2. From the Properties pane, select **Criteria** and click the finder button .

   The Build a List of Criteria window appears, displaying the criteria available from the primary report.
3. To build an expression for a criteria, select the criteria and click **Edit**.

   Enter the expression for the criteria in the Expression Editor, then click **OK** to close the editor.
4. When you have finished editing the subreport criteria, click **OK**.

7

Making reports look good

- To learn how to format information in your report, see Styles on page 177.
- To set the properties for information in your report, see Properties on page 186.
- To learn how to format information based on a condition, see Conditional formatting on page 223.
- To add watermarks to the background of your report, see Watermarks on page 226.
- To use suggestions for titles and totals for variables and expressions, see Active Complete on page 227.
- To check the spelling in your report, see Spell check your reports on page 229.

Styles

Introduction

A style is a set of formatting characteristics that you can apply to information on your report to quickly change its appearance and give your reports a consistent look. When you apply a style, you apply a set of formatting in one step. For example, instead of separately formatting the size, font and colour of text; you can apply all the formatting using a style.

Styles are specific to a report. If you modify a style in one report, it does not affect other reports.

You can

- Apply styles to anything on a report, text, lines, boxes.
- Use the set of styles that comes with Report Designer straightaway, or modify them if needed.
- Create your own styles.

Using styles

- To apply a style, select the item in the report, then select a style from the **Style** list on the formatting toolbar.
- To add, remove or edit a style; either click **Modify Styles** on the formatting toolbar, or select **Style** from the Properties pane.

  See Using styles on page 180.

Q: Styles

Click a question in the list to see the answer:

How do I create a new style?

Select the information you want to work with. From the Properties pane, click **Style** then click the finder button [...].

The Select Style window appears. Click **New Style** and the Modify Style window appears. Give the style a name in the **Style name** box, then set the formatting for the style.

How do I change a style?

Select the information with the style you want to change. From the Properties pane, click **Style** then click the finder button [...].

The Select Style window appears. Click **Modify**. In the Modify Style window, check you are working with the right style; its name is displayed in the **Style name** box. Change the formatting properties of the style.

How do I rename a style?

Select the information with the style you want to change. From the Properties pane, click **Style** then click click the finder button [...].

The Select Style window appears. Click **Modify**. In the Modify Style window, check you are working with the right style; its name is displayed in the **Style name** box. Enter the new style name.

How do I delete a style?

Select the information with the style you want to delete. From the Properties pane, click **Style** then click the finder button [...].

The Select Style window appears. Check the correct style is highlighted, then click **Remove**. Then select a different style to apply to the information.

How do I make a one-off change to something without creating a new style?

Select the information you want to work with. From the Properties pane, click **Text Style** then click the finder button [...].

The Modify Text Style window appears. Select the setting(s) you want to apply.

If the Apply to Style window appears, click **No**.

Where do the default styles come from?

When you create a new report, Report Designer uses a template to control the report's layout and styles. This read-only template is called the **DEFAULT.report**.

Some Sage software is supplied with other templates designed to deal with different document types. There are the **DEFAULT.letter** and **DEFAULT.layout**.

Can I import styles from one report to another?

No. Styles are specific to a report. If you modify a style in one report, it does not affect other reports.

Using styles

Getting to this window

1. Select an item in the report, then either:
2. Click **Modify Styles** on the formatting toolbar.
3. From the Properties pane, select **Style** from the **Appearance** area, then click the finder button .

Using styles

- To apply a style, select the style and click **OK**.
- To add a style, click **New Style**.
- To edit a style, select the style and click **Modify**.
- To delete a style, select the style and click **Remove**.

> **Note:** For help with creating or editing styles, see Style properties on page 181.

Style properties

Setting style properties

1. Select an item in the report, then either:
    - Click **Modify Styles** on the formatting toolbar.
    - From the Properties pane, select **Style** from the **Appearance** area, then click the finder button ....
2. Select a style and click **Modify**.
3. Enter the **Style name**.
4. Set the style properties on the tabs; see below.

Text

Field	Description
Font	Sets the font typeface.
Size	Sets the size of the font in points.
Effects	Sets font effects; such as bold, italic, underline, overline, and strikethrough.
colour	Select a font colour from the list, or select **Custom colour** to define your own colour.
Align	Sets the alignment of the text.

Background

Style	Description
Solid colour	Use a solid colour for the background. Select a colour from the list, or select **Custom colour** to define your own colour.
Gradient colour	Use a multiple colour gradient for the background. Select one of the icons in the corners or middle of the box, then set the colour for that position.
Linear gradient	Use a two-colour linear gradient for the background. To set the gradient colours, select the **From** and **To** icons, then select the colour for the that position. To set the angle of the

Style	Description
	gradient, either click in the circle or enter an angle in degrees.
Tiled pattern	Use a tiled pattern as the background. Select the **Pattern** style, the **Foreground colour** and **Background colour**.
Tiled embedded image	Use your own image as a tiled background. Click **Browse** to select your image. The image will be stored in the report.
Tiled linked image	Use your own image as a tiled background. Click **Browse** to select your image. The image will be linked to the original file, so if you change the external file, the image in your report will also change.

Border

Field	Description
Style	Set the style of the border line, such as solid or dotted.
colour	Select the border colour from the list, or select **Custom colour** to define your own colour.
Width	Set the width of the border in points.
Padding	Use **Padding** to add space between the border and the contents of the element; for example, in a text box, padding will add space on the inside of the box so the text does not run into the border.
Rounded corner radius	To have a rounded corner on the border, set the value for the **Rounded corner radius** in points. Use a value of 0 (zero) for a square corner.
Drop shadow depth	To display a drop shadow, set a value for the **Drop shadow depth** in points.
Preview	Use the icons in the **Preview** section to set which sides of the box will have a border.

Date and time

Field name	Description
Date formatting	Select the formatting to use for date values.
Time formatting	Select the formatting to use for time values.
Display calculated times as number of days	Shows the time, in days, between a set of dates. To use this option, enter the dates as a expression on the report, subtracting one from the other.

Numeric

The **Numeric** tab contains settings that deal with number formatting; such as the number of decimal places, symbols used such as currency, as well as suppressing zeros.

Field name	Description
Style	The **Style** drop-down has the following options:

Field name	Description

Fill format

Field name	Description
Fill format	- **None**: Do not use any fill formatting with this variable value. - **Pre-fill**: Fill a specified number of spaces before your variable value with the specified character. - **Post fill**: Fill a specified number of spaces after your variable value with the specified character. - **Surround**: Fill a specified number of spaces before and after your variable value with the specified character. - **Secure cheque**: Fill a specified number of spaces before your variable value, and all available spaces after. **Note:** This format is an APACS standard. The fill format places ** before the value, and fills the remaining space with asterisks (*). Text is displayed in upper case without spaces.
Fill length	You can either set a fixed number of characters to use in the fill, or choose to **Fill all available space**.
Fill character	Enter the character to be used for the fill.

Properties

Introduction

Every piece of information has properties that control how it appears and behaves on your reports.

The properties of an expression, variable or text box will differ to the properties of a box or line, but there will be some things in common such as whether it should be allowed to print or not.

You can

- Control numeric properties such as the decimal place used, for example, 3.1222 or 3.1.
- Change date and time properties, for example, 21/12/10 or 21-12-2010 and 2.30 PM or 14:30.
- Resize and position information.
- Control print settings such as printing information only on the first page of your report.
- Lock information on a report layout to prevent it from being moved.
- Change the appearance of information, such as its colour, font size or background colour.

Using properties

1. In **Designer** mode, select the item in the report that you want to work with.
2. The item's properties are displayed in the Properties pane; for example, **Background** or **Text Style**.

   Properties can be listed by category or alphabetically; click the **Categorized** or **Alphabetical** icons.
3. You can change some properties directly in the pane, whilst others are set by clicking the finder button.

Properties list

Properties in the Properties pane can be listed by category or alphabetically; click the **Categorized** or **Alphabetical** icons.

Depending on the item in the report you have selected, some properties are not relevant and are therefore unavailable.

Tip: Click on a column heading to sort the column.

Property Name	Category
Aggregation	Data Source
Align To Bottom	Behaviour
Allow Overlap	Behaviour
Apply Sign After Group	Behaviour
Auto Arrange Z-Order	CSV Options
Auto Grow	Appearance
Background	Appearance
Barcode Format	Appearance
Border	Appearance
Character Count	Appearance
Conditional Formatting	Appearance
Criteria	Data Source
Delimiter	CSV Options
Description	Design
Dimension	Layout
Height (Dimension)	Layout
Width (Dimension)	Layout
Display Named Values	Behaviour
Drill Down	Behaviour
Email Options	Email Options

Property Name	Category
End	Layout
X (End)	Layout
Y (End)	Layout
Evaluate Section	Behaviour
Excel Export Options	Export Options
Expression	Appearance
Filename	Appearance
Filter	Appearance
Filter Expression	Data Source
Fixed Length	CSV Options
Formatting	Appearance
Function	Appearance
Group Expression	Appearance
Group Sort Direction	Appearance
Height	Layout
Image	Appearance
Include Records with no Transactions	Data Source
Include Sections	CSV Options
Is Cumulative	Behaviour
Keep Together	Appearance
Line Style	Appearance
Linked Dimension	Layout
Linked Dimension Anchor	Layout
Linked Position	Layout
Linked Position Anchor	Layout
Location	Layout

Property Name	Category
X (Location)	Layout
Y (Location)	Layout
Lock Aspect Ratio	Appearance
Locked	Behaviour
Multi-Printer settings	Printing
Name	Design
Numeric Qualifier	CSV Options
Output Length	CSV Options
Page Break After	Behaviour
Page Break Before	Behaviour
Page Break Only When Filter Met	Behaviour
Print On First Copy Only	Appearance
Print Scaling	Printing
Print template	Appearance
Height (Print Scaling)	Printing
Width (Print Scaling)	Printing
Repeat on Each Page	Behaviour
Report	Appearance
Report Tag	Design
Reset Section	Behaviour
Save Printer Settings	Printing
Security Options	Security Options
Sign	Appearance
Size Method	Appearance
Sorts	Data Source
Start	Layout

Property Name	Category
X (Start)	Layout
Y (Start)	Layout
Start on Page	Behaviour
Style	Appearance
Suppress Duplicates Section	Behaviour
Suppress Printing	Appearance
Template	Appearance
Text Qualifier	CSV Options
Text Style	Appearance
Alignment (Text Style)	Appearance
Bold (Text Style)	Appearance
colour (Text Style)	Appearance
Font (Text Style)	Appearance
Italic (Text Style)	Appearance
Overline (Text Style)	Appearance
Size (Text Style)	Appearance
Strikeout (Text Style)	Appearance
Underline (Text Style)	Appearance
Vertical Alignment (Text Style)	Appearance
Visible	Behaviour
Watermark	Appearance
Word Wrap	Appearance
Xml Style Sheet	XML Options

Appearance properties

Find these properties

Select the information on your report you want to work with, then from the Properties pane, view the **Appearance** area. If you can't see the **Appearance** title, click the **Categorized** button at the top of the pane.

Depending on the information you are working with, some properties are not relevant and are therefore unavailable.

Property	Description
Auto Grow	Allows the space allocated to the information to expand or decrease so that it fits on the report. ▪ **True**: The width increases and decreases accordingly. ▪ **False**: The space is fixed, some information may be concealed. The allocated space is set by the **Dimension** option of the Properties pane. See Layout properties on page 217. **Note:** If you use this property with **Word Wrap**, the height automatically increases or decreases.
Background	Controls the style and colour of the background behind the information. Typically this is set to **Transparent**. If you have changed the font colour you may find changing the background colour makes the information easier to read. Or you may want to change the background colour of a box on your report. See Background style on page 196.
Barcode Format	Controls the format of the selected barcode. Select **Barcode Format**, click the finder button, then select the barcode format. See Edit Barcode Format on page 147.
Border	Controls the style of the border used for boxes, text boxes, barcodes and images. Select **Border**, click the finder button, then select the border properties. See Border style on page 198.
Character Count	Available on a Group Header section.

Property	Description
	Use this property to keep together records that contain similar initial characters. The **Character Count** value sets the number of characters to compare in each record. Records that have matching characters will be kept together on the same page, rather than split up. For example, suppose the records contain the following: Thompsons Cafe Thompsons Restaurant Thornaby Bakery If the **Character Count** is set to **4**, then Thompsons Cafe and Thompsons Restaurant would be kept together, as the first 4 characters are the same; but Thornaby bakery would split to the next group.
Conditional Formatting	Conditional formatting is used to draw attention to, or ignore, information when a condition is met. For example, you could use conditional formatting to highlight balances that exceed certain amount, indicate inactive records, or display negative numbers in bold and red. See Conditional formatting on page 223.
Expression	An expression tells Report Designer what information to include in a report. When the report is generated, each expression is calculated to produce a value; this value may come directly from the database or be the result of further calculations on the information in the database. See Expressions on page 122.
Filename	This displays the path to a linked image, and details such as the image format and size. **Tip:** You can change the image by clicking the finder button ... and browsing for a new file.
Filter	A filter removes unwanted information; for example, you could exclude records before a certain date. See Filter information on page 158.
Formatting	Use **Formatting** to set date and time formats, numeric properties and fill space formats that are useful when dealing with cheques. See Formatting properties on page 212.
Function	Use this to apply numeric functions such as average, count and sum. See Function properties on page 215.

Property	Description
Group Expression	Available on a Group Header section. The expression controls how the information is divided into the different sets of information, such as date, name or post code.
Group Sort Direction	Available on a Group Header section. Use this property to change the ascending or descending order of grouped information sets.
Image	This displays details about an image stored in your report, such as its image format and size. **Tip:** You can change the image by clicking the finder button [...] and browsing for a new file.
Keep Together	Available on a Group Header section. If **Keep Together** is set to **True**, the report will try to keep the Group information together and avoid page breaks where possible. A page break will be inserted above the group header if the group starts part of the way down a page, or would be split onto a second page.
Line Style	Sets a line's style (e.g. solid, dotted), colour and width. See Line style on page 199.
Lock Aspect Ratio	To prevent images from being distorted when they are resized, set **Lock Aspect Ratio** to **True**. The proportions of the image will be kept intact when adjusting the width or height.
Print On First Copy Only	When printing more than one copy of the document, this option controls whether the information is printed on the first copy only or on all copies. There are two options: ▪ **True**: The information only appears on the first copy printed. ▪ **False**: The information is printed on every copy.
Print Template	If you use a **Template** with the report, use **Print Template** to choose whether to display the template when the report is printed.
Report	This displays the name of a subreport. To view the subreport, select **Report**, then click the finder button [...].
Sign	Use this to control the sign of positive and negative numbers, or how credit and debit values are displayed. ▪ **Signed**: Shows a sign such as -, +.

Property	Description
	▪ **Unsigned**: Omits signs such as -, +. ▪ **Reversed**: Shows the opposite sign for the information returned through the variable or expression. ▪ **Debit**: Only shows debit values. ▪ **Credit**: Only show credit values.
Size Method	The **Size Method** property controls the space allocated to an image. ▪ **Autogrow**: Allows the space allocated to the image to expand or decrease so that it fits on the report. ▪ **Stretch**: The space allocated to the image is fixed, but the image will shrink or grow to fit the available space. ▪ **Clip**: The space allocated to the image is fixed and the image size will be fixed. If the image is too large to fit in the available space, the image will be clipped (so not all the image will be visible). The following apply to barcodes only: ▪ **AutogrowWidth**: the height of the space allocated to the image is fixed, but the width can expand or shrink to accommodate the barcode image. ▪ **AutogrowHeight**: the width of the space allocated to the image is fixed, but the height can expand or shrink to accommodate the barcode image.
Style	Apply a defined style to information in your report. Use styles to give your reports a consistent appearance. See Using styles on page 180.
Suppress Printing	Controls whether the information is printed or not: ▪ **True**: The information appears in designer mode but not when previewed or printed. ▪ **False**: The information appears in designer, preview and print mode.
Template	You can use a template to project an image of the stationery you're using on your report layout. To select a template, select **Template** and click the finder button ..., then select a template file. **Tip:** If you want the template to be printed with the report, use the **Print Template** property. See Templates for Sage stationery on page 74.

Property	Description
Text Style	Set the appearance for text; such as font, size, colour, bold, underline, and alignment. These properties will override any style properties for the information. See Text style on page 200.
Watermark	Use a watermark to place text or an image on the background of your report; such as "Draft" or "Confidential", or a company logo. See Watermarks on page 226.
Word Wrap	Use **Word Wrap** to set whether information will wrap onto the next line when it reaches the edge. If you set **Word Wrap** to **True**, you need to ensure there is sufficient height for the information to be displayed, otherwise some may be concealed. To ensure sufficient height is allocated when the report is generated, you could set **Auto Grow** to **True**.

Background style

Getting to this property

Select the information on your report you want to work with, then from the Properties pane, select **Background** from the **Appearance** area, then click the finder button ....

> **Tip:** If you do not want any background colour, set the **Style** to **Solid colour**, then select **Transparent** as the colour.

Background styles

> **Note:** If you are using a style that sets these properties, you have the opportunity to update the set style or just the properties for this particular item.

Style	Description
Solid colour	Use a solid colour for the background. Select a colour from the list, or select **Custom colour** to define your own colour.
Gradient colour	Use a multiple colour gradient for the background. Select one of the icons in the corners or middle of the box, then set the colour for that position.
Linear gradient	Use a two-colour linear gradient for the background. To set the gradient colours, select the **From** and **To** icons, then select the colour for the that position. To set the angle of the gradient, either click in the circle or enter an angle in degrees.
Tiled pattern	Use a tiled pattern as the background. Select the **Pattern** style, the **Foreground colour** and **Background colour**.
Tiled embedded image	Use your own image as a tiled background. Click **Browse** to select your image. The image will be stored in the report.
Tiled linked image	Use your own image as a tiled background. Click **Browse** to select your image.

Style	Description
	The image will be linked to the original file, so if you change the external file, the image in your report will also change.

Border style

Getting to this property

Select the information on your report you want to work with, then from the Properties pane, select **Border** from the **Appearance** area, then click the finder button.

Border styles

To set the border style:

1. Choose the properties for the border.
2. To apply the selected properties, click the icons in the **Preview** section to set which sides of the box will have a border.

> **Note:** If you are using a style that sets these properties, you can update the style or just the properties for this particular item.

Field	Description
Style	Set the style of the border line, such as solid or dotted.
colour	Select the border colour from the list, or select **Custom colour** to define your own colour.
Width	Set the width of the border in points.
Padding	Use **Padding** to add space between the border and the contents of the element; for example, in a text box, padding will add space on the inside of the box so the text does not run into the border.
Rounded corner radius	To have a rounded corner on the border, set the value for the **Rounded corner radius** in points. Use a value of 0 (zero) for a square corner.
Drop shadow depth	To display a drop shadow, set a value for the **Drop shadow depth** in points.
Preview	Use the icons in the **Preview** section to set which sides of the box will have a border.

Line style

Getting to this property

Select a line in your report, then from the Properties pane, select **Line Style** from the **Appearance** area, then click the finder button ....

Line styles

Field	Description
Style	Set the style of the line, such as solid or dotted.
colour	Select the line colour from the list, or select **Custom colour** to define your own colour.
Width	Set the width of the line in points.

Text style

Getting to this property

Select the information on your report you want to work with, then from the Properties pane, select **Text Style** from the **Appearance** area, then click the finder button [...].

Text styles

Note: If you are using a style that sets these properties, you have the opportunity to update the set style or just the properties for this particular item.

Field	Description
Font	Sets the font typeface.
Size	Sets the size of the font in points.
Effects	Sets font effects; such as bold, italic, underline, overline, and strikethrough.
colour	Select a font colour from the list, or select **Custom colour** to define your own colour.
Align	Sets the alignment of the text.

Behaviour properties

Find these properties

Select the information on your report you want to work with, then from the Properties pane, view the **Behaviour** area. If you can't see the **Behaviour** title, click the **Categorized** button at the top of the pane.

Depending on the information you are working with, some properties are not relevant and are therefore unavailable.

Property	Description
Align to Bottom	Controls the placement a grouped section footer or the Report Footer. If set to **True**, the footer is placed at the bottom of the page rather than midway, which can happen if the report ends halfway through a page.
Allow Overlap	Controls group footers. To save space on your report, you can allow footers can overlap each other. This works well if the information in footers are positioned in separate areas; e.g. one footer has information printed on the left, whereas the next footer prints information on the right.
Apply Sign After Group	Controls how the total for a group is displayed when it uses the credit or debit sign. ▪ **False**: Shows separate debit and credit totals for the group. ▪ **True**: Adds all the debit and credit values in the group then displays a final total as a debit or a credit value.
Display Named Values	Relevant when dealing with coded variables. Coded variables use a value (0, 1, 2) to represent a status; such as on hold, true or false. Rather than displaying a value, you can display a meaningful description in your report. ▪ **Readable**: Value returns a meaningful description. ▪ **Raw value**: Returns the status value such as 0 or 1.
Drill Down	Used to drill down to a further report or web page when previewing the report or viewing it as a PDF file. See Drill down reports on page 167.
Evaluate Section	Use this to specify what to count when calculating the value of an expression. This is important for aggregate functions such as `Sum` and `Count`, as they increase each time the section is generated in the report. ▪ When set to **None**, each row is counted to give a cumulative value.

Property	Description
	▪ To get the count to perform differently, choose a variable from the drop-down. **Note:** Use this with the **Reset Section** property to restart the count.
Is Cumulative	This property is used with functions. If set to **Yes**, the value is displayed as a running total; if set to **No**, the value will be the total for the entire group.
Locked	Fixes information on a report to stop it from being moved. This is useful when you use pre-printed stationery, as it ensures the information is in the right position when it is printed. You can also lock and unlock information by choosing **Format > Locking**.
Page Break After	Available on a Group Footer section. If you want the report to start a new page at the end of each group, set this option to **True**.
Page Break Before	Available on a Group Header section. If you want the report to start a new page at the start of each group, set this option to **True**.
Page Break Only When Filter Met	Available on a Group Footer section. Only apply the page break if the Filter expression is **True**; i.e. the group section is displayed.
Repeat on each page	If the Details section extends onto multiple pages, this sets whether the header section will be repeated at the top of each subsequent page (**True**), or is only displayed on the first page (**False**).
Reset Section	Use this to restart calculating values for a section; otherwise the cumulative value for one section is passed to the next. **Note:** Used with the **Evaluate Section** property.
Start on Page	Available on a Group Header section. To set the group to start on an odd or even page, set the **Start on Page** option to **Even** or **Odd**. **Tip:** This is useful printing invoices on double-sided paper, as you can set a new start page for each invoice number.
Suppress Duplicates Section	Excludes duplicate values from your report on a section by section basis. If your report has been split into different sections, then the information will be

Property	Description
	repeated but only once in each section.
Visible	Hides information from the report; it will not appear in **Designer** or **Preview** modes, or when printing the report. **Tip:** To view hidden pieces of information in a report, use the Report Explorer pane; as this displays every item in the report.

CSV Options properties

Find these properties

Select the information on your report you want to work with, then from the Properties pane view the **CSV Options** area. If you can't see the **CSV Options** title, click the **Categorized** button at the top of the pane.

Property	Description
Auto Arrange Z-Order	Specifies if the *Z-Order* of the elements are reordered in the exported file. ▪ When set to **False**, the variables are output in their natural order in the report. ▪ When set to **True**, the variables are output in the following order: a. Left to Right (X-axis). b. Front To Back (Z-axis). c. Top to Bottom (Y-axis).
Delimiter	The *delimiter* is the character used to separate fields in an exported CSV file; by default this is a comma (`,`). **Tip:** Use `\\t` for a tab character.
Fixed Length	This property is only used when you export the file in the format **CSV - Length Delimited Files**. When **Fixed Length** is set to **True**, values will be padded with extra characters to their default length; when set to **False**, the values will not be padded.
Include Sections	Use this property to select which sections start a new row in the exported CSV file. See Include sections on page 205.
Numeric Qualifier	Sets the character(s) to use on either side of a number in the exported CSV file.
Output Length	The maximum length of the field when it is exported to CSV format. This is useful if you intend to import the CSV file in another application, and the field must be constrained to a certain length.
Text Qualifier	Sets the character(s) to use on either side of a text field in the exported CSV file.

Include sections

Use the **Include sections** property to control how sections in your report are displayed in the exported CSV file. By default, only the Details section will be included.

1. View the report properties in the Properties pane. To display properties for the report, select the report name at the top of the Report Explorer pane, or click anywhere outside of the report page.
2. Find the **Include section**in the **CSV Options** area of the Properties pane, and click the finder button ....
3. To control how each section is displayed in the CSV report:
   - Select **Include Variables** to include the information from a section in the CSV file.
   - If your Sage application supports this feature, you can select **Triggers a Row** to start a new line in the CSV file for each item in this section.

     For example, if you want to keep the information from the header section and details on the same line, select **Include Variables** for both sections, but only **Triggers a Row** for the details section.

Data Source properties

Find these properties

Select the report or subreport. Then from the Properties pane, view the **Data Source** area. If you can't see the **Data Source** title, click the **Categorized** button at the top of the pane.

Property	Description
Aggregation	Data aggregation allows you to combine multiple data records before running the report (so you can combine data without using groups). See Aggregation on page 207.
Criteria	Set the criteria to apply to the report. Criteria controls the information your report displays. Without them your report would display every piece of information that exists in the data it reads. With criteria you can select the range of information you want in your report; usually at the point when it is generated. For example, you may find you want to query your report to view a particular range of information, say between certain dates. See Using criteria to query reports on page 161.
Filter Expression	Use this to set the filter to apply to the report. A filter removes unwanted information from a report. For example, you could exclude records before a certain date. See Filter information on page 158.
Include Records with no Transactions	By default, Report Designer only reports on records that have transactions associated with them. If you want to include records without any transactions, set the Include records with no transactions property to **True**.
Sorts	You can sort the data in your report by a particular variable, or by using an expression. See Sort information on page 155.

Aggregation

Data aggregation allows you to combine multiple data records before running the report (so you can combine data without using groups).

1. Select the report or subreport from the Report Explorer pane.
2. From the Properties pane, select **Aggregation** from the **Data Source** area, then click the finder button ....
3. On the **Data Groups** tab, you can enter fields for which you want to group the data. You can type a field name or click **...** to display the Expression Editor, then click **Add**.
4. By default, the method of aggregating the fields will be to calculate their sum. Alternatively, you can calculate their minimum, maximum, or average value. To do this, select the **Aggregated Data** tab, and add each field (that you do not want to sum) and select its **Aggregate Method**.

Design properties

Find these properties

Select the information on your report you want to work with, then from the Properties pane, view the **Design** area. If you can't see the **Design** title, click the **Categorized** button at the top of the pane.

> **Tip:** You can also set the report name or description in Report Properties. Select **Report Properties** from the toolbar, or choose **Report > Report Properties**.

Property	Description
Description	You can enter a description for the report, which is displayed in the Report Browser.
Name	You can set the name for the report, and individual expressions. ▪ To change the name of the report, select the report's name from the Report Explorer pane, then set the **Name** in the Properties pane. ▪ When you create an expression, it is good practice to set its name to something meaningful so that you remember its purpose. This is especially useful if you need to reuse the expression elsewhere in the report; you can drag-and-drop named expressions onto your report from the **Expression** folder in the Variables pane.
Report Tag	You can use report tags to help people find your reports more easily in the Report Browser. A report tag is a text label that you can add to your report, and use as a category to group related reports. You can add as many tags to a report as you want. When you use the Report Browser, you can choose to view reports by their tag, so you can quickly find the reports that you are interested in. See Report tags on page 209.

Report tags

About report tags

You can use report tags to help people find your reports more easily in the Report Browser. A report tag is a text label that you can add to your report, and use as a category to group related reports. You can add as many tags to a report as you want. When you use the Report Browser, you can choose to view reports by their tag, so you can quickly find the reports that you are interested in.

Getting to this property

Select the information on your report you want to work with, then from the Properties pane, select **Report Tag** from the **Design** area, then click the finder button ....

Adding and removing report tags

- To add a tag to the report, enter the tag and click **Add** to include it in the list.
- To remove a tag from the report, select it from the list and click **Remove**.

> **Note:** If you change the tags in your report when the Report Browser is open, this will not be reflected in the Report Browser until you view a different report folder.

Email Options properties

Find these properties

To open the email settings, either:

- Choose **Report > Email Settings**.
- Select the report by clicking the report name at the top of the Report Explorer pane. From the Properties pane, click **Email Options**, then click the finder button ....

For information on these settings, see Email Settings (Email Options) on page 82.

Export properties

Introduction

When you generate a report in an Excel format, you can specify which parts of the report should be included on the spreadsheet.

> **Note:** Subreports that are contained in your report are not exported to Excel.

Find these properties

Select the report by clicking the report name at the top of the Report Explorer pane. From the Properties pane, select the **Excel Export Options** and then click the finder button ....

Excel export options

Field name	Description
Which sections should be included in the report?	Select the sections you want to be included on the Excel spreadsheet.
Don't repeat Page Headers	Do you want to add the page header to every page of the report?

Formatting properties

Find these properties

Select the information on your report you want to work with. From the Properties pane, select **Formatting** from the **Appearance** area and then click the finder button [...].

Date & Time

Field name	Description
Date formatting	Select the formatting to use for date values.
Time formatting	Select the formatting to use for time values.
Display calculated times as number of days	Shows the time, in days, between a set of dates. To use this option, enter the dates as a expression on the report, subtracting one from the other.

Numeric

The **Numeric** tab contains settings that deal with number formatting; such as the number of decimal places, symbols used such as currency, as well as suppressing zeros.

Field name	Description
Style	The **Style** drop-down has the following options:

Field name	Description

Fill Format

Field name	Description
Fill format	▪ **None**: Do not use any fill formatting with this variable value. ▪ **Pre-fill**: Fill a specified number of spaces before your variable value with the specified character. ▪ **Post fill**: Fill a specified number of spaces after your variable value with the specified character. ▪ **Surround**: Fill a specified number of spaces before and after your variable value with the specified character. ▪ **Secure cheque**: Fill a specified number of spaces before your variable value, and all available spaces after. **Note:** This format is an APACS standard. The fill format places ** before the value, and fills the remaining space with asterisks (*). Text is displayed in upper case without spaces.
Fill length	You can either set a fixed number of characters to use in the fill, or choose to **Fill all available space**.
Fill character	Enter the character to be used for the fill.

Function properties

Find these properties

Select the information on your report you want to work with; from the Properties pane, select **Function** from the **Appearance** area and then click the finder button . If you can't see the **Appearance** area, click the **Categorized** button at the top of the pane.

Function options

Function	Description
None	This is the option applied to a variable or expression when added to a report. The report displays the value for that variable or expression.
Sum	Displays the total value of variables or expression in a report. Use `Sum` in a: ▪ Footer section to total all values in the section above. This is the most common use for sum. ▪ Details section to give a running total of the values on the report. ▪ Group section to give a running total for each group.
Avg (average)	Displays the average value of the information returned through the variables or expressions. Use `Avg` in a: ▪ Footer section to show the average of all the values in the section above. ▪ Details section to show the average at each point in the list of values.
Min	Displays the minimum value of the information returned through the variables or expressions. Use `Min` in a: ▪ Footer section to show the minimum of all the values in the section above. ▪ Details section to show the minimum value at each point in the list of values.
Max	Displays the maximum value of the information returned through the

Function	Description
	variables or expressions. Use `Max` in a: - Footer section to show the maximum of all the values in the section above. - Details section to show the maximum value at each point in the list of values.
Count	This option replaces the values returned by variables or expressions with a numbered list. For example, in **Preview** mode, your report shows the following values: 32.1, 58.3 and 49.0. If you apply `Count` to the information, your report will replace those values with: 1, 2, and 3. `Count` ignores any nil values. If you want your report to list records with a contact address any record which does not include an address is missed from the report. Use `Count` in a: - Group section to show the total number of records within a group. **Tip:** To reset the numbering in each group use **Reset Section** in the **Behaviour** area of the Properties pane. - Footer section to show the total number of records within the details section.
CountAll	`CountAll` works in a similar way to `Count` as explained above, but it will increment the count for nil values.
CountUnique	`CountUnique` works in a similar way to `Count` as explained above, but it will only increment the count if a value is unique; i.e. it is different to all previous values.

Layout properties

Find these properties

Select the information on your report you want to work with, then from the Properties pane, view the **Layout** area. If you can't see the **Layout** title, click the **Categorized** button at the top of the pane.

Property	Description
Dimension	Controls the size of the information on the report. Click **+** to display the height and width properties, then enter the size into the boxes.
End	The co-ordinates for the end point of a line, relative to the current section.
Height	The height of the selected section in a report (including Page Headers and Footers, Report Headers and Footers, Details and No transactions sections).
Linked Position	Link the position of this element to another element in the report, so it will move relative to the other element. You can link the position to any other element, a section or the report margins. Select **Linked Position**, click the finder button, then select the other element that you want to link the position to. **Note:** To choose which corner of the other element the position is relative to, set the **Linked Position Anchor**.
Linked Position Anchor	You can set a linked element's position to be relative to one corner of the other element; e.g. top left or bottom right. Select **Linked Position Anchor**, click the finder button, then select the sides of the other element which will set the corner that the linked position will be fixed to.
Linked Dimension	Link the size of this element to another element in the report, so it will be resized relative to the other element. You can link the dimension to any other element. Select **Linked Dimension**, click the finder button, then select the other element that you want to link the dimensions to. **Note:** To choose whether the width and/or height is linked, set the

Property	Description
	Linked Dimension Anchor.
Linked Dimension Anchor	If you have set a **Linked Dimension**, you can choose to link the width and/or height of the elements. Select **Linked Dimension Anchor**, click the finder button ..., then select whether to link the widths and heights of the elements.
Location	Controls the position of information on your report. Click **+** to display the **X** and **Y** properties, then enter the horizontal and vertical positions into the boxes. **Note:** If the element is linked using the **Linked Position** property, then the location values will show the position relative to the linked element; i.e. the distance from the linked element (from the corner set as the **Linked Position Anchor**).
Start	The co-ordinates for the start point of a line, relative to the current section.

Printing properties

Find these properties

Select the information on your report you want to work with, then from the Properties pane, view the **Printing** area. If you can't see the **Printing** title, click the **Categorized** button at the top of the pane.

Property	Description
Multi-Printer Settings	You can set up multiple printer options for a report. See Multi-printer settings on page 73.
Print Scaling	You can set the print scaling to apply to the report. To do this, open **Print Scaling**, then set the **Height** and **Width** values as a percentage (%).
Save Printer Settings	▪ To save the current printer settings with the report, set this property to **True**. This will save the printer options set in Page Setup (choose **File > Page Setup**). You would typically use this when you want to use a specific printer and settings to print a report, rather than the default printer settings on your system. When you print the report, it will try to use the printer and settings saved with the report (if available), in preference to the default printer. ▪ Set this property to **False** if you don't want to save the printer settings with the report. When the report is printed, it will automatically use the current default printer.

Security Options properties

Find these properties

Select the report by clicking the report name at the top of the Report Explorer pane. Then from the Properties pane, view the **Security Options** area. If you can't see the **Security Options** title, click the **Categorized** button at the top of the pane.

PDF Security Settings

Field name	Description
Do not encrypt the PDF document	If you don't want to protect your PDF report, select this option. Reports are set to not be encrypted as standard.
Encrypt the PDF document with a fixed password	To protect your PDF report with a fixed password, select this option. **Tip:** As you enter the password, asterisks (*) are used to hide the text. If you prefer to see the text as you enter the password (or want to check the password), disable **Hide the password**.
Encrypt the PDF with a password defined by an expression	To protect your PDF report with a password based on variables from your database tables, select this option. Then use the browse button to select the table and variable. For example, to use your business name as the password, select the `COMPANY` table and the `NAME` variable (`COMPANY.NAME`). **Examples** **Sage 50 Accounts** To password protect a statement you want to send to your customer use `SALES_LEDGER.PASSWORD`. The report applies the password that has been set on the customer's record. Or to password protect a letter you want to send to your supplier use `PURCHASE_LEDGER.PASSWORD`. The report applies the password that has been set on a supplier's record. **Note:** If a password has not be set on the customer's/supplier's record the password will be blank. Anyone who receives the report will be able to open it!

Field name	Description
	Sage 50 HR To password protect a letter or contract use `EMPLOYEE.PASSWORD`. The report will apply the password that has been set on an employee's record. This could be the employee's National Insurance number. **Note:** If a password has not be set on the employee's record the password will be blank. Anyone who receives the letter or contract will be able to open it!
Restrict operations on the PDF document	If you have set a password for the report, you can also restrict what the reader can do with the PDF report when they are viewing it, such as not being able to change or print the content. You can restrict actions by disabling any of these options: ▪ **Allow the document to be printed**. ▪ **Allow the document to be changed**. ▪ **Allow text and graphics to be copied** (to the clipboard). ▪ **Allow notes to be added and changed**, to prevent comments from being added.

XML Options properties

Find these properties

Select the report by clicking the report name at the top of the Report Explorer pane. Then from the Properties pane, view the **XML Options** area. If you can't see the **XML Options** title, click the **Categorized** button at the top of the pane.

Property	Description
XML style sheet	You can use a XSLT style sheet to format (or transform) reports that you export in XML format.

Conditional formatting

Introduction

Conditional formatting is used to draw attention to, or ignore, information when a condition is met. For example, you could use conditional formatting to highlight balances that exceed certain amount, indicate inactive records, or display negative numbers in bold and red.

Unlike filters that work on the whole report or a section of a report, you can control single pieces of information on a report.

Conditional formatting is an expression, which can be applied to most information on a report whether it is a heading, calculation or text.

You can

- Exclude information from a report.
- Only show information of interest.
- Highlight information by colour.
- Add a message or a warning to the report.

Use conditional formatting

To apply conditional formatting:

1. Select the item you want to work with.
2. From the Properties pane select **Conditional Formatting** then click the finder button ....
   The Conditional Formatting window appears.
3. To create a filter, click **Edit** on the **Filter** tab.
4. Click the **Properties** tab and select the properties you want to apply such as text styles and colour.
5. Once the condition is complete, click **OK**.

> **Note:** Conditional formatting works on individual items. Applying conditional formatting to an item does not affect the line of information it is associated. If you want to hide or highlight the whole line, you need to apply conditional formatting to all items in the line.

Advanced conditional formatting

This feature is only available for:
Sage 50 Accounts, Sage 50 HR, Sage 50 Payroll, Sage 200.

You can also use expressions for conditional formatting filters. When you are editing a filter, click **Use Advanced Filter** to enter an expression. To display the expression editor by default when setting conditional formatting, choose **Tools > Options**, then select the **Options** tab and enable **Use Advanced Conditional Formatting**.

- Expressions can be used for conditional formatting.
- Operators are words such as `NOT` or `LIKE`, or symbols such as less than `<`, greater than `>`, or equal to `=`. They include wildcards such as `%`, which replace single or multiple characters and are used to search for values where there is more than one possible result.
- Functions are typically used for mathematical calculations and manipulating text strings.

Q: Conditional formatting

Click a question in the list to see the answer:

Why does the Expression Editor open instead of the Conditional Formatting window?

If the Expression Editor is displayed, this means the Advanced Conditional Formatting option is enabled. To switch this off, choose **Tools > Options**, select the **Options** tab and disable **Use Advanced Conditional Formatting**.

Can I include a drill down on information with conditional formatting?

Yes. The drill down and conditional formatting properties are independent, so you can use both on the same piece of information.

How do I change the appearance of information regardless of a condition?

You can change the style of the information such as colour, font or alignment.

To change the text style of an item, select **Text Style** from the Properties pane, then click the finder button ....

Watermarks

Introduction

Use a watermark to place text or an image on the background of your report; such as "Draft" or "Confidential", or a company logo. The watermark will be visible when you view or print the report.

> **Note:** If you generate a batch report (or report selection), the watermark settings of the first report will be used for all the following reports in the batch.

Set up a watermark

To set up a watermark:

1. Choose **File > Watermark**.

   > **Note:** You can also set the watermark from the Properties pane, by selecting **Watermark** in the Appearance section.

2. Select whether you want either a text or image watermark.
   - If you select a **Text watermark**, enter your text (or select a preset watermark text such as **Confidential** or **Draft**); then select the font, size and colour.
   - If you select an **Image watermark**, click **Open** to select the image file. The file will be stored in your report.

     To adjust the size of the image, use **Scale** to set the image size as a percentage, or enable **Scale image to fit page** to make the image fill the page.
3. To set the angle of the watermark, select either **Diagonal** (to rotate 45 degrees) or **Horizontal**.
4. If you want to make the watermark more or less visible, adjust the **Transparency** setting.

Active Complete

Introduction

You can use the **Active Complete** feature to automatically suggest titles or totals for variables or expressions that you add to your report. When you add a variable or expression, Active Complete will ask you if you want to add a title or total to your report.

- To enable Active Complete, choose **Tools > Options**, then select the **Options** tab and enable **Use Active Complete**.

Use Active Complete

Field name	Description
Where do you want the title to appear?	Choose whether you want to add a title for the variable or expression, and choose where you want it to be placed in the report. ▪ **Do not add a title**. ▪ **Add a title in the section above where the variable was placed**. ▪ **Add a title to the left of the variable**.
What text do you want in the title?	Enter the text to be used in the title text box.
Where do you want the totals to appear?	Choose whether you want to add totals for the variable or expression, and choose where you want them to be placed in the report. ▪ **Do not add a total**. ▪ **Add a total in the next footer section only**. ▪ **Add a total for all of the following footer sections**.
Output Length	The maximum length of the field when it is exported to CSV format. This is useful if you intend to import the CSV file in another application, and the field must be constrained to a certain length.
Width	Set the width of the boxes used for the variable/expression, title and total.
Use variable width for title	Use this option to set the width of the title box to fit the text.
Group variable with title and total	Use this option to link the variable/expression and its title or totals in a group.

Field name	Description
Remember settings for this session	Use this option to keep these active complete settings until you close Report Designer.

Spell check your reports

Introduction

Improve the quality of your reports with this feature that highlights mistakes and suggests alternative words to use.

All text in a report is checked, but not the variables. As you type, any words that are not recognised are highlighted with a red underline to indicate a possible spelling problem.

Report Designer is set to use either a UK or US English dictionary when it is installed, according to your PC's local settings.

> **Note:** The spell checker will detect misspelt words, but not punctuation errors or grammatical errors such as using the wrong word; for example, typing 'where' instead of 'were', or 'there' instead of 'their'.

You can

- Check spelling automatically as you type.
- Check spelling all at once when you have finished the report.
- Add words to the spell checker dictionary.

Using the spell checker

- To check spelling as you type, right-click the highlighted word and select an alternative word from the list.
- To check spelling in the whole report, choose **Tools > Check Spelling**.
- To check which dictionary you are using (English UK or US), choose **Tools > Options** and check the **Spell Check Language** option.

8

Sage 50 Accounts

See the topics in this section for information about using Report Designer with Sage 50 Accounts.

Sage 50 Accounts: End of report banner

The end of report banner indicates whether the report is complete. The banner is included in all standard reports; but not to labels, letters or statements. The banner text is fixed, so it can't be changed.

- To stop the banner being printed, open your Sage 50 Accounts software, then choose **Settings > Company Preferences**. Select the **Reporting** tab, and deselect **Print End of Report Banner**.
- To add the banner to a report, select **Add Data Field** from the toolbar and draw a box in the report footer, then choose `Company` and `END_OF_REPORT`.

Sage 50 Accounts: Address variables

Variable	Description
C_ADDRESS	The C_ADDRESS variables display a compact company address that excludes blank lines. For example, if the company address has a **Street1** and a **Town** but no **Street2**, there will be no blank line in the report for **Street 2**.
ADDRESS	The ADDRESS variables display the company address as it is entered in Sage 50 Accounts, set in **Settings > Company Preferences** on the **Details** tab. If the company address has a **Street1** and a **Town** but no **Street 2**, a blank line will be displayed in the report for **Street2**.
L_ADDRESS	The **L_ADDRESS** variables will only display the company address if **Print Address on Stationery** is enabled in Sage 50 Accounts. This is set in **Settings > Company Preferences** on the **Reporting** tab.

Sage 50 Accounts example: Coded variables

Coded variables use a value that has been set in your Sage software. Some coded variables indicate a status as true or false, for example:

Variable	Description
`SALES_LEDGER.ACCOUNT_ON_HOLD`	This variable returns 1 if the account is on hold (true) or 0 if it is not (false).
`SALES_LEDGER.TERMS_AGREED`	This variable returns 1 if terms have been agreed on the account (true) and 0 if they haven't (false).

Note: You can choose whether to display the coded (readable) variable or the value in your report. To do this, select the variable, then from the Properties pane, click the **Display Named Values** drop-down list and select **Readable Value** or **Raw Value**.

Some coded variables indicate a range of different statuses. For example, the `SALES_LEDGER.STATUS_NUMBER` variable indicates the customer record status:

Number	Status
0	Open
1	See Notes
2	Closed (On Hold)
3	Liquidation (On Hold)
4	Expired Credit Limit (On Hold)
5	Exceeded Credit Limit (On Hold)
6	Bad Debt (On Hold)
7	Solicitors (On Hold)
8	New
9	Cash Only
10	Prospect
11-99	Blank status, set as required

Sage 50 Accounts example: Conditional formatting

Conditional formatting examples

To set conditional formatting, select the item you want to work with then from the Properties pane select **Conditional Formatting** and click the finder button [...]. The Conditional Formatting window appears.

Purpose	Expression
To highlight transactions for a particular date.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `AUDIT_SPLIT.DATE = #31/12/2011#` On the **Properties** tab, select the colour you want to use from the **Text Style** options.
To highlight a value greater than zero.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `SALES_LEDGER.BALANCE > 0` On the **Properties** tab, select the colour you want to use from the **Text Style** options.
To use date/time functions to highlight particular dates.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `AUDIT_SPLIT.DATE = Now() - Days(7)` On the **Properties** tab, select the colour you want to use from the **Text Style** options.
To highlight transactions details which end in the word 'interest'.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `AUDIT_SPLIT.DETAILS LIKE "%interest"` On the **Properties** tab, select the colour you want to use from the **Text Style** options.

Purpose	Expression
To highlight foreign transactions that total more than 50,000.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `Sum(AUDIT_SPLIT.FOREIGN_NET_AMOUNT) > 50000` On the **Properties** tab, select the colour you want to use from the **Text Style** options.
To hide invoices with product codes of "M".	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `INVOICE_ITEM.STOCK_CODE LIKE "M"` On the **Properties** tab, set **Suppress Printing** to **True**.
To hide sales orders invoices with product codes of "M".	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `SOP_ITEM.STOCK_CODE LIKE "M"` On the **Properties** tab, set **Suppress Printing** to **True**.
To hide purchase orders with product codes of "M".	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `POP_ITEM.STOCK_CODE LIKE "M"` On the **Properties** tab, set **Suppress Printing** to **True**.
To hide negative values.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `SALES_LEDGER.BALANCE < 0` On the **Properties** tab, set **Visible** to **False**.
To add a warning message if the balance is less than zero.	First, add a text box to your report which includes the text 'warning'. Then select the text box and set the conditional formatting as follows. On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression:

Purpose	Expression
	`SALES_LEDGER.BALANCE < 0` On the **Properties** tab, set **Suppress Printing** to **True**.

Advanced conditional formatting examples

The following examples use advanced conditional formatting. Before you try these examples, choose **Tools > Options**, then select the **Options** tab and enable **Use Advanced Conditional Formatting**.

Purpose	Expression

To highlight transactions for a particular date in red.	`If AUDIT_SPLIT.DATE = #31/12/2011# then`
	`  TextStyle->Color := NamedColor("Red")`
	`else`
	`  TextStyle->Color := NamedColor("Black")`

To highlight negative values in red, and other values in black.	`If SALES_LEDGER.BALANCE <0 then`
	`  TextStyle->Color := NamedColor("Red")`
	`else`
	`  TextStyle->Color := NamedColor("Black")`

To use date/time functions to highlight particular dates in red.	`If AUDIT_SPLIT.DATE = Now() - Days(7) the`
	`n`
	`  TextStyle->Color := NamedColor("Red")`
	`else`
	`  TextStyle->Color := NamedColor("Black")`

To highlight transactions details which end in the word 'balance'.	`If AUDIT_SPLIT.DETAILS LIKE "%balance" th`
	`en`
	`  TextStyle->Color := NamedColor("Red")`
	`else`
	`  TextStyle->Color := NamedColor("Black")`

Purpose	Expression

To highlight foreign transactions that total more than 50,000.	`If Sum(AUDIT_SPLIT.FOREIGN_NET_AMOUNT) > 50000 then`
	`  TextStyle->Color := NamedColor("Red")`
	`else`
	`  TextStyle->Color := NamedColor("Black")`

To hide invoices with product codes of "M".	`If INVOICE_ITEM.STOCK_CODE LIKE "M" then`
	`begin`
	`  SuppressPrinting := True;`
	`end`

To hide sales orders invoices with product codes of "M".	`If SOP_ITEM.STOCK_CODE LIKE "M" then`
	`begin`
	`  SuppressPrinting := True;`
	`end`

To hide purchase orders with product codes of "M".	`If POP_ITEM.STOCK_CODE LIKE "M" then`
	`begin`
	`  SuppressPrinting := True;`
	`end`

To hide negative values.	`If SALES_LEDGER.BALANCE < 0 then`
	`begin`
	`  Visible := False;`
	`end`

To add a warning message if the balance is less than zero.	First, add a text box to your report which includes the text 'warning'. Then select the text box and add the conditional formatting as follows, which will prevent the box from appearing if the balance is above 0.
	`If SALES_LEDGER.BALANCE >= 0 then`
	`begin`
	`  SuppressPrinting :=True;`
	`end`

Sage 50 Accounts example: Expressions

Here are some examples of commonly used expressions.

Purpose	Expression
To get a fixed payment due date for an invoice (for example, 30 days from date of invoice).	`INVOICE.INVOICE_DATE+30`
To get a payment due date for an invoice based on individual customer terms.	`INVOICE.INVOICE_DATE+SALES_LEDGER.PAYMENT_DUE_DAYS`
To calculate what percentage of the Sales Price the Unit Price is.	`INVOICE_ITEM.UNIT_PRICE/STOCK.SALES_PRICE*100`
To calculate the VAT element of the Aged Balance Variable.	`AUDIT_SPLIT.AGED_BALANCE-((AUDIT_SPLIT.AGED_BALANCE*AUDIT_SPLIT.NET_AMOUNT)/AUDIT_SPLIT.GROSS_AMOUNT)`
To calculate the Gross Unit Price of an invoice item.	`INVOICE_ITEM.UNIT_PRICE*(INVOICE_ITEM.TAX_RATE+100)/100`

To calculate the Unit Price After Discount on an invoice.	`INVOICE_ITEM.UNIT_PRICE-(INVOICE_ITEM.UNIT_PRICE*INVOICE_ITEM.DISCOUNT_RATE)/100`
	As long as no unit price values equal 0, you can also use the following expression:
	`INVOICE_ITEM.NET_AMOUNT/INVOICE_ITEM.QUANTITY`

Sage 50 Accounts example: Expressions with operators

Some of the following examples use advanced conditional formatting. Before you try these examples, choose **Tools > Options**, then select the **Options** tab and enable **Use Advanced Conditional Formatting**.

Operator	Action
+	Use a plus sign to add values. To get a payment date that is 30 days after an invoice was sent: `INVOICE.INVOICE_DATE+30` This example can be used to display the value on the report or as part of another expression.
-	Use a minus sign to subtract values. To calculate the difference between gross and net amounts on an invoice: `INVOICE.INVOICE_GROSS-INVOICE.INVOICE_NET` This expression can be used to display the value on the report or as part of another expression.
*	Use an asterisk to multiply values. To calculate what percentage of the sales price the unit price is: `INVOICE_ITEM.UNIT_PRICE/STOCK.SALES_PRICE*100` This expression can be used to display the value on the report or as part of another expression.
/	Use a forward slash to divide values. Divide. For example, 5/2 = 2.5.
^	Use ^ for exponential functions; for example, **3^2** means 3 to the power of 2, which results in 9. This expression can be used to display the value on the report or as part of another expression.
%	Use a percent symbol to calculate percentages.

Operator	Action
	If you calculate `5%2`, you get 1. This example can be used to display the value on the report or as part of another expression.

NOT	Use a logical `NOT` to test is a statement is false.
	To check if invoice types do not contain "SOP":
	`if NOT Contains(INVOICE.INVOICE_TYPE, "SOP") then`
	`TextStyle->Color:=NamedColor("Red");`
	This example is an advanced conditional formatting expression.

LIKE	Use `LIKE` to test if a string contains information. To only include information for the customer with the account reference "Johnson": `SALES_LEDGER.ACCOUNT_REF LIKE "JOHNSON"` This example can be used as a filter expression or for conditional formatting.
NOT LIKE	Use `NOT LIKE` to test if a string does not contain information.. To exclude information for the customer with the account reference "Johnson": `SALES_LEDGER.ACCOUNT_REF NOT LIKE "Johnson"` This example can be used as a filter expression or for conditional formatting.
AND	Use a logical `AND` to test if all statements are true. Customers with both a turnover for the year to date of less than £1000, **and** a prior year balance that is greater than £2500: `SALES_LEDGER.TURNOVER_YTD<1000 AND SALES_LEDGER.PRIOR_YEAR>2500` This example can be used as a filter expression or for conditional formatting.
OR	Use a logical `OR` to test if at least one or another statement is true.

Operator	Action
	To include customers with either: a turnover for the year to date of less than £1000; or a prior year balance that is greater than £2500: `SALES_LEDGER.TURNOVER_YTD<1000 OR SALES_LEDGER.PRIOR_YEAR>2500` This example can be used as a filter expression or for conditional formatting.

()	Use brackets (parentheses) to group parts of the expression, to define the order in which it is evaluated.
	To include customers with a turnover between £1000 - £2000, and whose prior year balance is greater than £2500:
	`(SALES_LEDGER.TURNOVER_YTD>1000 AND SALES_LEDGER.TURNOVER_YTD<2000)`
	`AND SALES_LEDGER.PRIOR_YEAR>2500`
	This example can be used as a filter expression or for conditional formatting.

{}	Use curly brackets (braces) to enclose multiple lines in an expression.
	`If Contains(SALES_LEDGER.NAME, "Johnson") then`
	`{`
	`  TextStyle->Color:=NamedColor("Red");`
	`  TextStyle->Underline:=1;`
	`}`
	This example is an advanced conditional formatting expression.

BEGIN	Begin is a text equivalent of `{`.
END	End is the text equivalent of `}`.
,	Use a comma to separate items.

;	Use a semi-colon to separate multiple lines.
	`If Contains(SALES_LEDGER.NAME, "Johnson") then`
	`Begin`
	`  TextStyle->Color:=NamedColor("Red");`
	`  TextStyle->Underline:=1;`

<table>
<tr><th>Operator</th><th>Action</th></tr>
<tr><td></td><td><pre><code>End</code></pre>
This example is an advanced conditional formatting expression. </td></tr>
<tr><td>TRUE</td><td> Set a variable to be true; for example, to set the word wrap property to true:
<pre><code>WordWrap:=True</code></pre></td></tr>
<tr><td>FALSE</td><td> Set a variable to be false; for example, to set the word wrap property to false:
<pre><code>WordWrap:=False</code></pre></td></tr>
<tr><td> IF THEN ELSE </td><td> To construct a conditional statement, use <code>IF</code>, <code>THEN</code>, <code>ELSE</code>.
If sales ledger names contain "Johnson", they appear red and with a shadow of depth 1. Otherwise the names appear blue:
<pre><code>If Contains(SALES_LEDGER.NAME,"Johnson") then
  Begin
    TextStyle->Color:=NamedColor("Red");
    Formatting->Border->DropShadowDepth:=1;
  End
Else
  TextStyle->Color:=NamedColor("Blue")</code></pre>
This example is an advanced conditional formatting expression. </td></tr>
<tr><td>SWITCH</td><td> Use <code>SWITCH</code> to construct a conditional statement.
To set the colour of the country code according to its value; red for Germany (DE), blue for France (FR), and green for any other country.
<pre><code>Switch COUNTRY_CODE.CODE
Case "DE":
 TextStyle->Color:=NamedColor("Red")
Case "FR":
 TextStyle->Color:=NamedColor("Blue")
Default:
 Begin
 TextStyle->Color:=NamedColor("Green");</code></pre></td></tr>
</table>

Operator	Action
	`End` This example is an advanced conditional formatting expression.
>	Compare if a value is greater than another value. Customers with a turnover for the year to date that is greater than £1000: `SALES_LEDGER.TURNOVER_YTD>1000`
<	Compare if a value is less than another value. Customers with a turnover for the year to date that is less than £1000: `SALES_LEDGER.TURNOVER_YTD<1000` This example can be used as a filter expression or for conditional formatting.
=	Compare if a value is equal to another value. Customers with a turnover for the year to date that is equal to £1000: `SALES_LEDGER.TURNOVER_YTD=1000` This example can be used as a filter expression or for conditional formatting.
>=	Compare if a value is greater than or equal to another value. Customers with a turnover for the year to date that is greater than or equal to £1000: `SALES_LEDGER.TURNOVER_YTD>=1000` This example can be used as a filter expression or for conditional formatting.
<=	Compare if a value is less than or equal to another value. Customers with a turnover for the year to date that is less than or equal to £1000: `SALES_LEDGER.TURNOVER_YTD<=1000` This example can be used as a filter expression or for conditional formatting.
<>	Compare if a value is not equal to another value.

Operator	Action
	Customers with a turnover that is not equal to £1000: `SALES_LEDGER.TURNOVER_YTD<>1000` This example can be used as a filter expression or for conditional formatting.

->	This is used to select properties.
	To make values of less than 0 appear red:
	`If SALES_LEDGER.BALANCE<0 then TextStyle->Color :=`
	`NamedColor("Red")`
	The property is only set if the statement on the left is true.
	This example is an advanced conditional formatting expression.

:=	This is used to assign a value. To make values of less than 0 appear red: `If SALES_LEDGER.BALANCE<0 then TextStyle->Color := NamedColor("Red")` This example can be used as an Advanced Conditional Formatting expression. **Note:** You cannot use **:=** to assign a value to a variable (data field), as these are read-only. For example, you cannot use **Text:=** with a variable, you can only use this with a text box.
? :	To show balances greater than 0 as credit, and balances less than 0 as debit: `SALES_LEDGER.BALANCE>0?"Credit":"Debit"` In this example, 'Credit' appears if a value is more than 0 because it is to the left of ':'. 'Debit' appears for values that do not obey the expression to the left of '?' , because it is to the right of ':'. This example can be used to display the value on the report or as part of another expression.

Sage 50 Accounts example: Filters

- To set a filter on the whole report, select **Report > Filters**.
- To set a filter on a section in a report, select the section, then select **Filter** in the Properties pane and click the finder button .

Filter examples

Action	Filter
To exclude control accounts from nominal reports.	`NOMINAL_LEDGER.ACCOUNT_TYPE Does not equal 4`
To exclude fully paid transactions.	`AUDIT_HEADER.FOREIGN_AGED_BALANCE Does not equal 0`
To exclude customers with a zero balance.	`SALES_LEDGER.BALANCE Does not equal 0`
To exclude suppliers with a zero balance.	`PURCHASE_LEDGER.BALANCE Does not equal 0`
To exclude the suspense account. **Note:** This example assumes you are using the code 9998 for your suspense account.	`AUDIT_SPLIT.NOMINAL_CODE Does not equal 9998`

To include supplier invoices over a certain value (exclude below the value).
 	
The example used a notional value of £100.
	`AUDIT_HEADER.FOREIGN_NET_AMOUNT Less than "-100"`
	
	or you could use
	
	`AUDIT_SPLIT.FOREIGN_NET_AMOUNT Less than "-100"`

Advanced filter examples

To enter the following examples, select **Use Advanced Filter** when you set the filter.

Action	Filter expression
To include customers that have exceeded their credit limit (exclude customers within credit limit).	`SALES_LEDGER.BALANCE > SALES_LEDGER.CREDIT_LIMIT`
To include suppliers where the credit limit has been exceeded (exclude suppliers where the credit limit has not been exceeded).	`PURCHASE_LEDGER.BALANCE > PURCHASE_LEDGER.CREDIT_LIMIT`

Sage 50 Accounts example: Joins

In Sage 50 Accounts the `Customers` and `Invoices` tables are separate tables, but they are related because they both include customer account numbers.

You can connect the tables by using a *join* on the account number. For more information, see Join tables on page 65.

Customers Table (part of it)

Account Number	Name	Credit Limit
2706	Dodd Ltd	£12000
1302	Gatens Inc	£50,000

Invoices Table (part of it)

Invoice Number	Amount	Account Number
44621	£2000	2706
44622	£15,000	1302

Sage 50 Accounts example: Wildcards in an expression

The following examples use *wildcard* symbols in the expression that can match any other text.

Wildcard	Description	Example
%	Use percent (%) as a substitute for multiple characters. Match all sales ledger accounts that start with a letter 'A'.	`SALES_LEDGER.ACCOUNT_REF LIKE "A%"`
%	Match all sales ledger accounts that end in the letter 'E'.	`SALES_LEDGER.ACCOUNT_REF LIKE "%E"`
_	Use underscore (_) as a substitute for multiple characters. Match sales transactions SI, SC, SR, SA and so on.	`AUDIT_SPLIT.TYPE LIKE "S_"`
_	Match sales accounts 400, 410, 420, 430, 450, 460, 470 and so on.	`SALES_LEDGER.ACCOUNT_REF LIKE "4_0"`

9

Sage Instant Accounts: Features

The following features are not available with Instant Accounts:

- Criteria (add and remove) used when you want to be more selective about the data that appears in a report.
- Join Editor.
- Advanced conditional formatting used to draw attention to, or ignore information when conditions are met. Unlike standard conditional formatting based on one condition, advanced is based on multiple conditions.
- The Snippets Manager and the **Save As Snippet** option in the Expression Editor.

10|

Sage 50 HR

See the topics in this section for information about using Report Designer with Sage 50 HR.

Sage 50 HR example: Conditional formatting

Conditional formatting examples

To set conditional formatting, select the item you want to work with then from the Properties pane select **Conditional Formatting** and click the finder button ... . The Conditional Formatting window appears.

Purpose	Expression
Highlight absences when the start date is today.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `DateTimeToFormattedString(vw_absence.AbsenceFromDate , "d") = DateTimeToFormattedString(Now() , "d")` On the **Properties** tab, select the colour you want to use from the **Text Style** options.
Highlight absences which have a reason description ending with the word 'unknown'.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `vw_absence.ReasonDescription LIKE "%unknown"` On the **Properties** tab, select the colour you want to use from the **Text Style** options.
Highlight absences if the total duration of all absence periods is greater than 10.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `sum(vw_absence.Duration) > 10` On the **Properties** tab, select the colour you want to use from the **Text Style** options.

Advanced conditional formatting examples

The following examples use advanced conditional formatting. Before you try these examples, choose **Tools > Options**, then select the **Options** tab and enable **Use Advanced Conditional Formatting**.

Purpose	Expression

Highlight absences in red when the start date is today.	If DateTimeToFormattedString(vw_absence.AbsenceFromDate , "d") = DateTimeToFormattedString(Now() , "d") then
	TextStyle->Color:=NamedColor("Red")
	else
	TextStyle->Color:=NamedColor("Black")

Highlight absences in red which have a reason description ending with the word 'unknown'.	If vw_absence.ReasonDescription LIKE "%unknown" then
	TextStyle->Color:=NamedColor("Red")
	else
	TextStyle->Color:=NamedColor("Black")

Highlight absences in red, if the total duration of all absence periods is greater than 10.	If sum(vw_absence.Duration) > 10 then
	TextStyle->Color:=NamedColor("Red")
	else
	TextStyle->Color:=NamedColor("Black")

Sage 50 HR example: Filters

The example below is an expression which is entered as an advanced filter. To enter this example, select **Use Advanced Filter**.

Action	Expression
Filter report to only show employees that are absent today.	`(vw_absence.AbsenceFromDate <= Now() AND vw_absence.ToDate >= Now()) OR (vw_absence.ToDate = null)`

Sage 50 HR example: Wildcards in an expression

The following examples use *wildcard* symbols in the expression that can match any other text.

Variable	Description
`vw_company_address.Postcode LIKE "NE%"`	Find employees whose post code start with 'NE'.
`vw_person.Surname LIKE "%son"`	Find employees whose surname ends with 'son'.

Sage 50 HR: Features

The following features are not available with Sage 50 HR:

- Join Editor.
- Batch reporting.

11|

Sage 50 Payroll

See the topics in this section for information about using Report Designer with Sage 50 Payroll.

Sage 50 Payroll example: Coded variables

Coded variables use a value that has been set in your Sage software. For example, some coded variables indicate a status.

Variable	Description
`AbsenceHistory.HalfDayType`	This variable returns 0 if the absence is for a full day, 1 for the morning (AM), or 2 for the afternoon (PM).
`Employees.PayStatus`	This variable returns 0 if the pay status is OK, 1 if it is on hold, or 2 if there is a trade dispute.

Note: You can choose whether to display the coded (readable) variable or the value in your report. To do this, select the variable, then from the Properties pane, click the **Display Named Values** drop-down list and select **Readable Value** or **Raw Value**.

Sage 50 Payroll example: Conditional formatting

Conditional formatting examples

To set conditional formatting, select the item you want to work with then from the Properties pane select **Conditional Formatting** and click the finder button ... . The Conditional Formatting window appears.

Purpose	Expression
Highlight employees who have taken less than 5 days holiday.	`Employees.HolDaysTaken < 5` On the **Properties** tab, select the colour you want to use from the **Text Style** options.
Highlight absences since a particular date.	Highlight absences with a start date since 1 August 2013: `AbsenceHistory.AbsStartDate >= #2013-08-01T 00:00:00#` On the **Properties** tab, select the colour you want to use from the **Text Style** options.
Highlight employees with over 20 days remaining holiday.	On the **Filter** tab, click **Edit**, then select **Use Advanced Filter**. Enter the expression: `((Employees.HolDaysBF + Employees.HolDaysCF + Employees.EmployeeEntitlement) - (Employees.HolDaysTaken + Employees.HolDaysBookedThisPayPeriod)) > 20` On the **Properties** tab, select the colour you want to use from the **Text Style** options.

Advanced conditional formatting examples

The following examples use advanced conditional formatting. Before you try these examples, choose **Tools > Options**, then select the **Options** tab and enable **Use Advanced Conditional**

Formatting.

Purpose	Expression

Highlight employees that have left in red text.	`If Employees.WorkEndDate <> NULL`
	`then`
	`  TextStyle->Color := NamedColor("Red")`
	`else`
	`  TextStyle->Color := NamedColor("Black")`

Highlight employees with over 20 days remaining holiday in red text.	`If ((Employees.HolDaysBF + Employees.HolDaysCF + Employees.EmployeeEntitlement) - (Employees.HolDaysTaken + Employees.HolDaysBookedThisPayPeriod)) > 20`
	`then`
	`  TextStyle->Color := NamedColor("Red")`
	`else`
	`  TextStyle->Color := NamedColor("Black")`

Sage 50 Payroll example: Expressions

Here are some examples of commonly used expressions.

Purpose	Expression
To add the processing month and year to the subject line of an email payslip.	`CompanyDetails.Name + " payslip for " + DateTimeToFormattedString (DateParameters.ProcessDate, "MMMM/yy")`

To calculate the total value of all non-statutory payment or deduction types.	Payments:
	`CurrentPay.PreTaxPay + CurrentPay.PstTaxPay`
	Deductions:
	`CurrentPay.PreTaxDed + CurrentPay.PstTaxDed`

To show the age of an employee in years and months.	Age in years and months: `CString((TotalMonths(Employees.DateOfBirth, Now()) - ((DateTimeToFormattedString(NOW(), "dd"))<(DateTimeToFormattedString(Employees.DateOfBirth, "dd"))?2:1)) / 12) + " yrs, " + CString((TotalMonths(Employees.DateOfBirth, Now()) - ((DateTimeToFormattedString(NOW(), "dd"))<(DateTimeToFormattedString(Employees.DateOfBirth, "dd"))?2:1)) % 12) + " mths"` Age in years: `(DateParameters.ProcessDate - Employees.DateOfBirth) / 365.25` Age in months: `(DateParameters.ProcessDate - Employees.DateOfBirth) / 30.4375` **Tip:** To display only full years or months, set the **Max decimals**

Purpose	Expression
	setting to 0 (zero). To do this, select the variable, then from the Properties pane, select **Formatting** from the **Appearance** area and then click the finder button. On the Formatting window, open the **Numeric** tab, then set the **Max decimals** value to 0 (zero). If you want to ensure the age rounds down to the previous year rather than up, you can also use the following expression. Age in years: `Floor((DateParameters.ProcessDate - Employees.DateOfBirth) / 365.25)`
To show an employee's length of service in years and months.	`CString((TotalMonths(Employees.WorkStartDate, Now()) - ((DateTimeToFormattedString(NOW(), "dd"))<(DateTimeToFormattedString(Employees.WorkStartDate, "dd"))?2:1)) / 12) + " yrs, " + CString((TotalMonths(Employees.WorkStartDate, Now()) - ((DateTimeToFormattedString(NOW(), "dd"))<(DateTimeToFormattedString(Employees.WorkStartDate, "dd"))?2:1)) % 12) + " mths"`

To show an employee's total holiday entitlement, including any holidays brought or carried forward from a previous year.	Holidays calculated in days:
	`Employees.HolDaysBF + Employees.HolDaysCF + Employees.EmployeeEntitlement`
	Holidays calculated in hours:
	`Employees.HolHoursBF + Employees.HolHoursCF + Employees.EmployeeEntitlement`

To show the holidays remaining for an employee.	Holidays calculated in days: `(Employees.HolDaysBF + Employees.HolDaysCF + Employees.EmployeeEntitlement) - ( Employees.HolDaysTaken + Employees.HolDaysBookedThisP`

Purpose	Expression

	`ayPeriod)`
	Holidays calculated in hours:
	`(Employees.HolHoursBF + Employees.HolHoursCF + Employees.EmployeeEntitlement) - (Employees.HolHoursTaken + Employees.HolHoursBookedThisPayPeriod)`

To show the full year values from the Information tab of the Enter Payments window.	These values include both the year to date YTD value and the current un-updated value. To show this value on a pre-update report, add the YTD value from the Employees table to the current un-updated value from the CurrentPay table.
	To show the value for total gross pay to date:
	`Employees.TotalGrossTD + CurrentPay.TotalGross`
	To show the value of student loans repaid this year:
	`Employees.SLRPaidTD + CurrentPay.SLRPaymentCur + CurrentPay.SLRPaymentHol`

To show an employee's projected yearly salary based on their current monthly payment type.	First, you need to know the number assigned to the payment type in your custom report setting. You can check this within **Company > Custom Reports**. You can then use the following expression, replacing the number of `Total1` with the number of the payment type: `PaymentAnalysis.Total1 * 12`
To show the amount of the employee's current net pay payable into their first bank account.	`CurrentPay.RndNetPay - CurrentPay.RndNetPaySecAcc`
To show an employee's national	Current values:

Purpose	Expression

insurance value net of rebate.	`CurrentPay.EmployeeNIC - CurrentPay.EmployeeRebate`
	YTD values:
	`Employees.EmployeeNICTD - Employees.EmployeeRebate`
	Historical values:
	`Updates.EmployeeNIC - Updates.EmployeeRebate`

To include employer's pension contributions on a payslip layout.	Current values:
	`CurrentPay.EmployerPensCur + CurrentPay.EmployerPensHol`
	YTD values including the current period:
	`Employees.PensnEmployerTD + CurrentPay.EmployerPensCur + CurrentPay.EmployerPensHol`

To show an employee's holiday fund values accrued and carried forward.	To show an accrued fund:
	`CurrentPay.HolidayFundAccrued + CurrentPay.HolidayFundAccruedHol`
	To show a fund carried forward to the next pay period:
	`Employees.HolidayFund + CurrentPay.HolidayFundAccrued + CurrentPay.HolidayFundAccruedHol - CurrentPay.HolidayFundPaid - CurrentPay.HolidayFundPaidHol`

To exclude P45 values from gross and tax year to date values.	Total gross pay: `Employees.TotalGrossTD - Employees.P45Gross` Taxable gross pay:

Purpose	Expression

	`Employees.TaxGrossTD - Employees.P45Gross`
	PAYE:
	`Employees.TotalTaxTD - Employees.P45Tax`

To show an employee's title, forename and surname without spaces.	`Employees.Title + " " + Employees.Forename + " " + Employees.Surname`

To show an employee's first forename, excluding any second forename.	`Substring(Employees.Forename,0,IndexOf(Employees.Forename," ")) + " "`
	You can use this within a larger expression, for example:
	`"Dear " + Substring(Employees.Forename,0,IndexOf(Employees.Forename," ")) + ","`

To show the employer's national insurance value net of rebate.	Current:
	`CurrentPay.EmployerNIC - CurrentPay.EmployerRebate`
	Year to date:
	`Employees.EmployerNICTD - Employees.EmployerRebate`
	Historical:
	`Updates.EmployerNIC - Updates.EmployerRebate`

Sage 50 Payroll example: Expressions with operators

Here are some examples of using operators in expressions.

Operator	Action
+	Use a plus sign to add values. This filter is active for all employees whose net pay in the full tax year to date, plus an additional value of £500.00, is greater than £15,000. `(Employees.NetPayTD + 500.00) > 15000`
-	Use a minus sign to subtract values. This filter is active for all employees whose net pay in the full tax year to date, minus an additional value of £500.00, is greater than £15,000. `(Employees.NetPayTD - 500.00) > 15000`
*	Use an asterisk to multiply values. This filter is active for all employees whose net pay in the full tax year to date, multiplied by 1.5, is greater than £15,000. `(Employees.NetPayTD * 1.5) > 15000`
/	Use a forward slash to divide values. Divide. For example, 5/2 = 2.5. This filter is active for all employees whose net pay in the full tax year to date, divided by 2, is greater than £15,000. `(Employees.NetPayTD / 2) > 15000`
^	Use ^ for exponential functions; for example, **3^2** means 3 to the power of 2, which results in 9. This expression can be used to display the value on the report or as part of another expression.
%	Use a percent symbol to calculate percentages. If you calculate `5%2`, you get 1.

<table>
<tr><th>Operator</th><th>Action</th></tr>
<tr><td></td><td>This example can be used to display the value on the report or as part of another expression.</td></tr>
<tr><td>LIKE</td><td>Use <code>LIKE</code> to test if a string contains information.<pre>Employees.Reference LIKE "Ref1"</pre>This filter is active for the employee with the reference Ref1.</td></tr>
<tr><td>NOT</td><td>Use a logical <code>NOT</code> to test is a statement is false.

This filter is active for all employees apart from the employee with the reference Ref1.<pre>Employees.Reference NOT LIKE "Ref1"</pre></td></tr>
<tr><td>AND</td><td>Use a logical <code>AND</code> to test if all statements are true.

This filter is active for employees where their net pay in the full tax year to date is greater than £5000, but their gross National Insurance contributions are less than £500.<pre>Employees.NetPayTD > 5000 AND Employees.NICGrossTD < 500</pre></td></tr>
<tr><td>OR</td><td>Use a logical <code>OR</code> to test if at least one or another statement is true.

This filter is active for employees where their net pay in the full tax year to date is greater than £5000, or their gross National Insurance contributions are more than £1500.<pre>Employees.NetPayTD > 5000 OR Employees.NICGrossTD > 1500</pre></td></tr>
<tr><td>NULL</td><td>You can use the <code>NULL</code> operator to specify that a value contains no data.

You must use this operator with the equal (<code>=</code>) operator.

Note: Not all blank areas within Sage 50 Payroll are null values. This operator is most commonly used with a date value, where the date can be left blank.

This filter is active for all employees with no work end date specified within</td></tr>
</table>

Operator	Action
	their employee record . `Employees.WorkEndDate = NULL`

()	Use brackets (parentheses) to group parts of the expression, to define the order in which it is evaluated.
	
	If you need the filter to be active for monthly paid employees, but also for any employees who are paid in cash on a weekly basis, you could enter the filter as follows:
	
	`Employees.PaymentPeriod LIKE "Monthly" OR Employees.PaymentPeriod LIKE "Weekly" AND Employees.PaymentMethod LIKE "Cash"`
	
	However, when you view this filter it is not clear which of the conditions belong together - this filter can also be interpreted as including either monthly or weekly paid employees, but only where the payment method is set to cash. To ensure the filter applies for the correct employees, you can insert brackets as follows:
	
	`Employees.PaymentPeriod LIKE "Monthly" OR (Employees.PaymentPeriod LIKE "Weekly" AND Employees.PaymentMethod LIKE "Cash")`

>	Compare if a value is greater than another value. This filter is active for all employees whose net pay in the full tax year to date is greater than £15,000. `Employees.NetPayTD > 15000`
<	Compare if a value is less than another value. This filter is active for all employees whose net pay in the full tax year to date is less than £15,000. `Employees.NetPayTD < 15000`
=	Compare if a value is equal to another value. This filter is active for all employees whose net pay in the full tax year to date

Operator	Action
	is exactly £15,000. `Employees.NetPayTD = 15000`
>=	Compare if a value is greater than or equal to another value. This filter is active for all employees whose net pay in the full tax year to date is greater than or equal to £15,000. `Employees.NetPayTD >= 15000`
<=	Compare if a value is less than or equal to another value. This filter is active for all employees whose net pay in the full tax year to date is less than or equal to £15,000. `Employees.NetPayTD <= 15000`
<>	Compare if a value is not equal to another value. This filter is active for all employees whose net pay in the full tax year to date has any value other than £15,000. `Employees.NetPayTD <> 15000`

Sage 50 Payroll example: Filters

Note: For more information about filters, see Filter information on page 158.

- To set a filter on the whole report, select **Report > Filters**.
- To set a filter on a section in a report, select the section, then select **Filter** in the Properties pane and click the finder button.

Filter examples

Action	Filter
To show only employees who were born on or after a set date.	This example shows employees who were born on or after 1 January 1980: `Employees.DateOfBirth Greater than or equal 01/01/1980`
To show only employees with a value for their current net pay.	`CurrentPay.RndNetPay Does not equal 0`

Advanced filter examples

To enter the following examples, select **Use Advanced Filter** when you set the filter.

Action	Filter expression
To show only current employees.	`Employees.WorkEndDate = NULL`
To show only employees who have left.	`Employees.WorkEndDate <> NULL`
To show all employees who worked in a particular tax year.	This example shows all employees who worked for the company in the 2012/13 tax year: `(Employees.WorkEndDate >= #2012-04-06# OR Employees.WorkEndDate = NULL) AND Employees.WorkStartDate <= #2013-04-05#`

Action	Filter expression

To show employees who either started or left within a particular date range.	This example shows all employees who either started or left the company between 6 April 2012 and 5 April 2013:
	`(Employees.WorkStartDate >= #2012-04-06# AND Employees.WorkStartDate <= #2013-04-05#`
	`OR (Employees.WorkEndDate >= #2012-04-06# AND Employees.WorkEndDate <= #2013-04-05#)`

To show only employees who started work in a specific year.	This example shows employees who started work in 2013: `DateTimeToFormattedString(Employees.WorkStartDate, "yyyy") = "2013"`
To show only one payment type on a post-update report.	This example shows only the Salary payment type: `PaymentHistory.PaymentDescription LIKE "Salary"`
To show several specific payment types on a post-update report.	This example shows the payment types Salary, Bonus and Commission: `PaymentHistory.PaymentDescription IN ("Salary", "Bonus", "Commission")`
To show all employees with a tax code that ends with a particular letter.	This example shows all employees whose tax code ends with the letter L: `Employees.TaxCode LIKE "%L"`
To show employees whose national insurance number begins with anything except specific letters.	This example shows employees whose national insurance (NI) number begins with any letters other than "JB": `Employees.NINumber NOT LIKE "JB%"`
To show all employees with a particular format of tax code.	This example shows employees who have a K tax code followed by three numbers:

Action	Filter expression
	`Employees.TaxCode LIKE "K___"`
To show all employees who are paid using a specific method and frequency.	This example shows all employees who are paid by cheque on a monthly basis: `Employees.PaymentMethod LIKE "Cheque" AND Employees.PaymentPeriod LIKE "Monthly"`

Sage 50 Payroll example: Wildcards in an expression

The following examples use a `%` symbol in the expression to indicate a wildcard, that can match any other text.

Wildcard	Description	Example
%	Use percent (`%`) as a substitute for multiple characters.	Employees whose tax code ends with the letter L: `Employees.TaxCode LIKE "%L"`
_	Use underscore (_) as a substitute for a single character.	Employees who have a tax code that begins with a K and is followed by three numbers: `Employees.TaxCode LIKE "K___"`

Sage 50 Payroll: Features

The following features are not available with Sage 50 Payroll:

- Join Editor.
- Batch reporting.

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