

Report Designer – Introduction to Sections and Groups

Tina Stewart

Sage



Agenda

- **POLL**
- **Report Structures**
- **Sorts**
- **Groups**
- **Further support**

Report Structures



Non-Grouped Reports

Examples

- Customer List
- Supplier List
- Nominal List
- Product List
- Invoice Summary
- Project List
- Audit Trail (Brief / Summary)
- Day Book Reports

Date: 15/11/2022	Stationery & Computer Mart UK	Page: 1		
Time: 11:02:55	Customer List			
Customer From:				
Customer To: ZZZZZZZ				
Show Active/Inactive: Active and Inactive(*)				
A/C	Name	Contact Name	Telephone	Email
A1D001	A1 Design Services	Ian Cairns	01742 876 234	newbusinessadvice@sage.com
ABS001	ABS Garages Ltd	Mike Hall	0191 254 5909	newbusinessadvice@sage.com
BBS001	Bobs Building Supplies	Susan Livingstone	01983 567 123	newbusinessadvice@sage.com
BRI001	Fred Briant	Fred Briant	01908 787878	newbusinessadvice@sage.com
BRO001	Bronson Inc	Paul Guy	001 214 248 8924	newbusinessadvice@sage.com
BUS001	Business Exhibitions	Stephen Kiszow	017684 30707	newbusinessadvice@sage.com
CASH001	Cash and Credit Card Sales			newbusinessadvice@sage.com
CGS001	County Golf Supplies	Keith Office	0191 385 6432	newbusinessadvice@sage.com
COM001	Compton Packaging	Sean Morris	0191 121 9876	newbusinessadvice@sage.com
DST001	Johnson Design & Build Partners	Peter Quigley	0191 234 567	newbusinessadvice@sage.com
FGL001	F G Landscape & Design	David Bradford	01603 354564	newbusinessadvice@sage.com
GRA001	Graham Electronics	Clint Peddie	0141 373 2828	newbusinessadvice@sage.com
HAU001	Hausser GMBH	Alistair Leadbetter	00 49 531 3443334	newbusinessadvice@sage.com
JSS001	John Smith Studios	John Smith	01327 617 542	newbusinessadvice@sage.com
KIN001	Kinghorn & French	John Bell	0191 676 5656	newbusinessadvice@sage.com
MAC001	Macolm Hall Associates	Siobhan Winter	01244 343433	newbusinessadvice@sage.com
MIB001	Mikes Insurance Services	Mike Bradford	01754 234 895	newbusinessadvice@sage.com
MIL001	Mile Road Health Centre	Tracy Smithson	01981 674 234	newbusinessadvice@sage.com
MOR001	Morley Solicitors	John Bampton	01789 656 556	newbusinessadvice@sage.com
PAT001	Patterson & Graham Garages	Simon Billington	0987 678 234	newbusinessadvice@sage.com
PIC001	Picture Frame Ltd	Ahmed Roumani	01249 265 9874	newbusinessadvice@sage.com
ROB001	Robertson Joinery	Stephen Baker	0181 789 2323	newbusinessadvice@sage.com
SDE001	S D Enterprises	Jane Scott	0191 937 9836	newbusinessadvice@sage.com
SHO001	The Show Lodge	Lesley Walton	0121 383 0345	newbusinessadvice@sage.com
STE001	Stevenson & Smith	Jonathon Sayers	01244 453 232	newbusinessadvice@sage.com
STE002	Steven Stephenson	Steven Young	0151 977 8876	newbusinessadvice@sage.com
STU001	Edward Stuart	Edward Stuart	0191 839 3940	newbusinessadvice@sage.com
SWA001	Swan Leisure Centre	John Blair	0191 567 2345	newbusinessadvice@sage.com
VID001	The Video Rental Company	June Whitehouse	0678 234 5678	newbusinessadvice@sage.com
YOU001	Peter Young	Peter Young	08976 656 878	newbusinessadvice@sage.com
End of Report				

Report Structure – Non-Grouped Report

1. Page Header ⌵ ⌴ ⌵

Date: DATE NAME **Page:** PAGE
Time: TIME NAME

2. Page Header ⌵ ⌴ ⌵

Customer From: CUSTOMER_REF_
Customer To: CUSTOMER_REF_
Show Active/Inactive: Expr1

3. Page Header ⌵ ⌴ ⌵

<u>A/C</u>	<u>Name</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Email</u>
------------	-------------	---------------------	------------------	--------------

4. Details

ACCOUNT_REF	E_NAME	CONTACT_NAME	TELEPHONE	E_MAIL
-------------	--------	--------------	-----------	--------

5. Report Footer ⌵ ⌴ ⌵

END_OF_REPORT

Report Explorer – Non-Grouped Report

The screenshot displays the Sage Report Explorer interface for a report titled "Customer List". The main window shows a preview of the report layout, divided into five sections:

- 1. Page Header:** Contains fields for "Date: DATE", "Time: TIME", "NAME", and "Page: PAGE".
- 2. Page Header:** Contains fields for "Customer From: CUSTOMER_REF_", "Customer To: CUSTOMER_REF_", and "Show Active/Inactive: Expr1".
- 3. Page Header:** Contains a table header with columns: "A/C", "Name", "Contact Name", "Telephone", and "Email".
- 4. Details:** Contains a table with columns: "ACCOUNT_REF", "NAME", "CONTACT_NAME", "TELEPHONE", and "E_MAI".
- 5. Report Footer:** Contains the text "END_OF_REPORT".

The right-hand pane shows the "Report Explorer" tree view for the "Customer List" report. The tree structure is as follows:

- Customer List
 - Page 1
 - Page Header
 - Date: (fx) REPORT.DATE
 - Time: (fx) REPORT.TIME
 - Page: (fx) REPORT.PAGE
 - NAME (fx) REPORT.NAME
 - Page Header
 - Page Header
 - Details
 - No Transactions
 - Page Footer
 - Page Footer
 - Report Footer

Green arrows point from the tree view elements to the corresponding sections in the report preview:

- Tree "Page Header" (Date, Time, Page, NAME) points to Section 1.
- Tree "Page Header" (Customer From, Customer To, Show Active/Inactive) points to Section 2.
- Tree "Page Header" (A/C, Name, Contact Name, Telephone, Email) points to Section 3.
- Tree "Details" points to Section 4.
- Tree "Report Footer" points to Section 5.

Grouped Reports

Examples

- Activity Reports (Customer / Supplier / Nominal / Product / Project)
- Aged Debtors / Creditors
- Invoices Due / Overdue (Customer / Supplier)
- Product Profit by Customer
- Invoice Profit Report
- Sales by Analysis Code

Date: 16/11/2022		Stationery & Computer Mart UK				Page: 1		
Time: 10:17:36		Supplier Invoices Overdue						
Supplier From:		Date From: 01/01/1980		Date To: 16/11/2022		Exc Later Payments: No		
Supplier To: ZZZZZZZZ		Transaction From: 1		Transaction To: 99,999,999				
A/C:	CON001	Name:	Concept Stationery Supplies	Contact:	Mark Ramsay	Tel:	0191 643 4343	
No	Type	Date	Due Date	Ref	Details	Amount	Paid	Outstanding
730	PI	30/03/2021	14/05/2022	17	Ball Point Pen - Blue	25.29	0.00	25.29
825	PI	30/03/2021	14/05/2022	18	A4 Ledger Book - 5	553.12	0.00	553.12
923	PI	30/04/2021	14/06/2022	25	Ball Point Pen - Black	89.30	0.00	89.30
1128	PI	27/04/2021	11/06/2022	33	Rubber Bands - Selection	976.68	0.00	976.68
Total:								<u>1,644.39</u>
A/C:	MCN001	Name:	McNally Computer Supplies	Contact:	Stuart Lynn	Tel:	0191 415 3434	
No	Type	Date	Due Date	Ref	Details	Amount	Paid	Outstanding
613	PI	29/03/2021	28/04/2022	125	Goods	605.13	0.00	605.13
724	PI	30/03/2021	29/04/2022	15	DIMM 64mb 100Mhz	2,254.64	0.00	2,254.64
830	PI	30/03/2021	29/04/2022	19	DIMM 32mb 100Mhz	6,131.74	0.00	6,131.74
892	PI	30/04/2021	30/05/2022	21	MTH1000 Motherboard	737.49	0.00	737.49
894	PI	10/04/2021	10/05/2022	21	MTH3000 Motherboard	526.78	0.00	526.78
926	PI	30/04/2021	30/05/2022	26	DIMM 128mb 100Mhz	1,812.12	0.00	1,812.12
943	PI	30/04/2021	30/05/2022	31	10gb Hard Drive	3,476.76	0.00	3,476.76
1139	PI	27/04/2021	27/05/2022	34	MTH1000 Motherboard	7,922.80	0.00	7,922.80
1176	PI	28/04/2021	28/05/2022	Pur	Router & Cabling	78.73	0.00	78.73
1177	PI	29/04/2021	29/05/2022	Pur	Router & Cabling	1,162.08	0.00	1,162.08
1178	PI	12/05/2021	11/06/2022	Pur	Router & Cabling	25.85	0.00	25.85
Total:								<u>24,734.12</u>
A/C:	NEW001	Name:	Newtown Builders Ltd	Contact:	John Sinclair	Tel:	0181 245 4534	
No	Type	Date	Due Date	Ref	Details	Amount	Paid	Outstanding
284	PI	28/02/2021	13/04/2022	BADDBT	Bad Debt Write Off	0.01	0.00	0.01
Total:								<u>0.01</u>

Report Explorer – Grouped Report

1. Page Header

Date: DATE NAME Page: PAGE
 Time: TIME NAME

2. Report Header

Supplier From: SUPPLIER_REF_F Date From: TRAN_DATE
 Supplier To: SUPPLIER_REF_T Date To: TRAN_DATE
 Transaction From: SUMMARY_TRAN Exc Later Payments: EXC_LATE
 Transaction To: SUMMARY_TRAN

3. ACCOUNT_REF Header

A/C: ACCOUNT Name: NAME Contact: CONTACT_NAME Tel: TELEPHONE

No	Type	Date	Due Date	Ref	Details	Amount	Paid	Outstanding
TRAN_N	TYPE	DATE	DueDate	INV_REF	DETAILS	GROSS_AMOUNT	Paid	AGED_BALANCE

4. Details

5. ACCOUNT_REF Footer

Total: AGED_BALANCE

6. Report Footer

Grand Total AGED_BALANCE

END_OF_REPORT

Report Explorer

- Supplier Invoices Overdue
 - Page 1
 - Page Header
 - Report Header
 - ACCOUNT_REF Header
 - Details
 - ACCOUNT_REF Footer
 - No Transactions
 - Page Footer
 - Report Footer

Page Header / Footer appears once per *page*

Report Header / Footer appears once per *report*

Group Header / Footer appears once per *group* of data

Summary – Report Structures

All reports will have a **Header**, a section containing the **Report Data**, and a **Footer**.

The content in **Page** Header and Footer sections will appear *once per page*; the content of **Report** Header and Footer sections will appear *once per report*, either first page / last page.

To identify if a report is **grouped**: -

- **Edit** the report – from either reports list or report preview
- Check the **sections** on the report design - banners named and numbered
- Open the **Report Explorer** to see any sections hidden from the report design
- Any Header / Footer sections on a report other than **Page / Report** belong to a group, i.e. **ACCOUNT_REF Header / ACCOUNT_REF Footer**

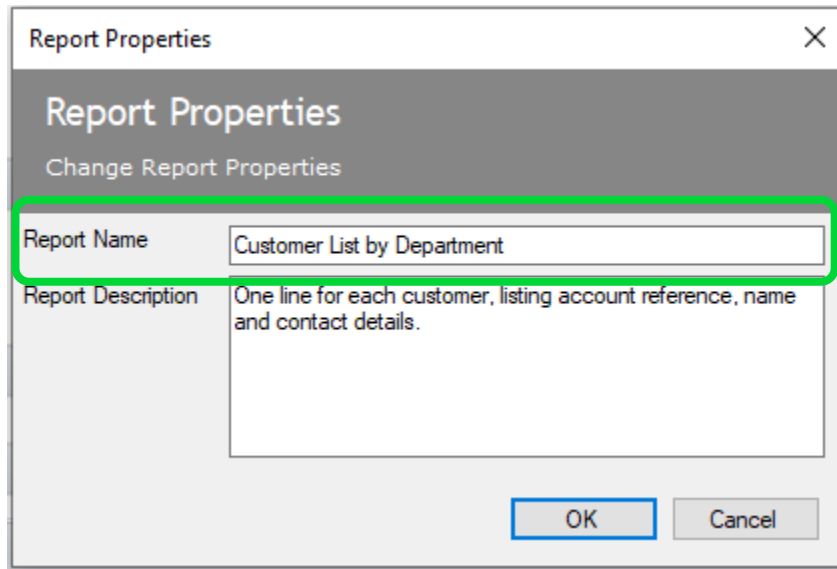
Sorts



Creating a copy of a report

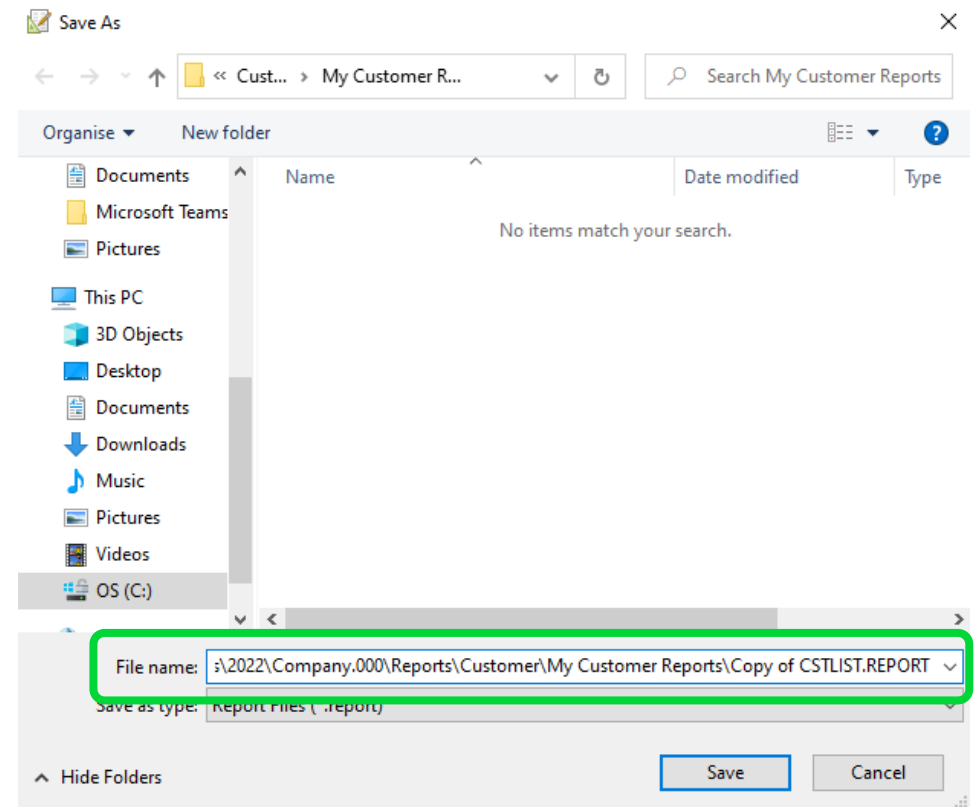
To change the **name** of the report: -

- Report > Report Properties > change Report Name > OK



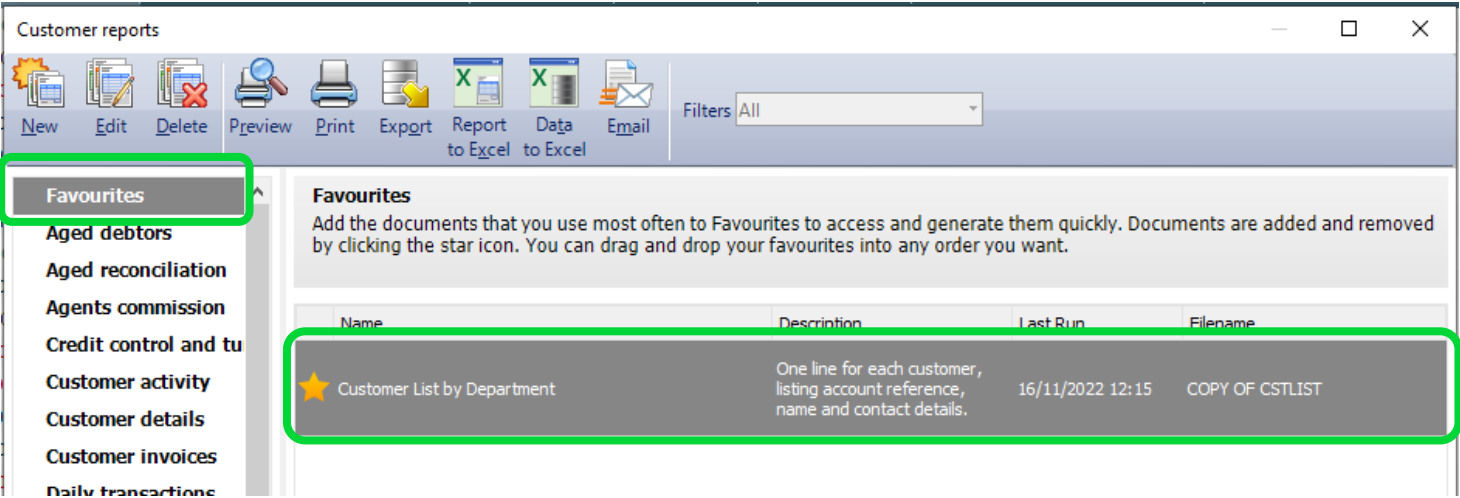
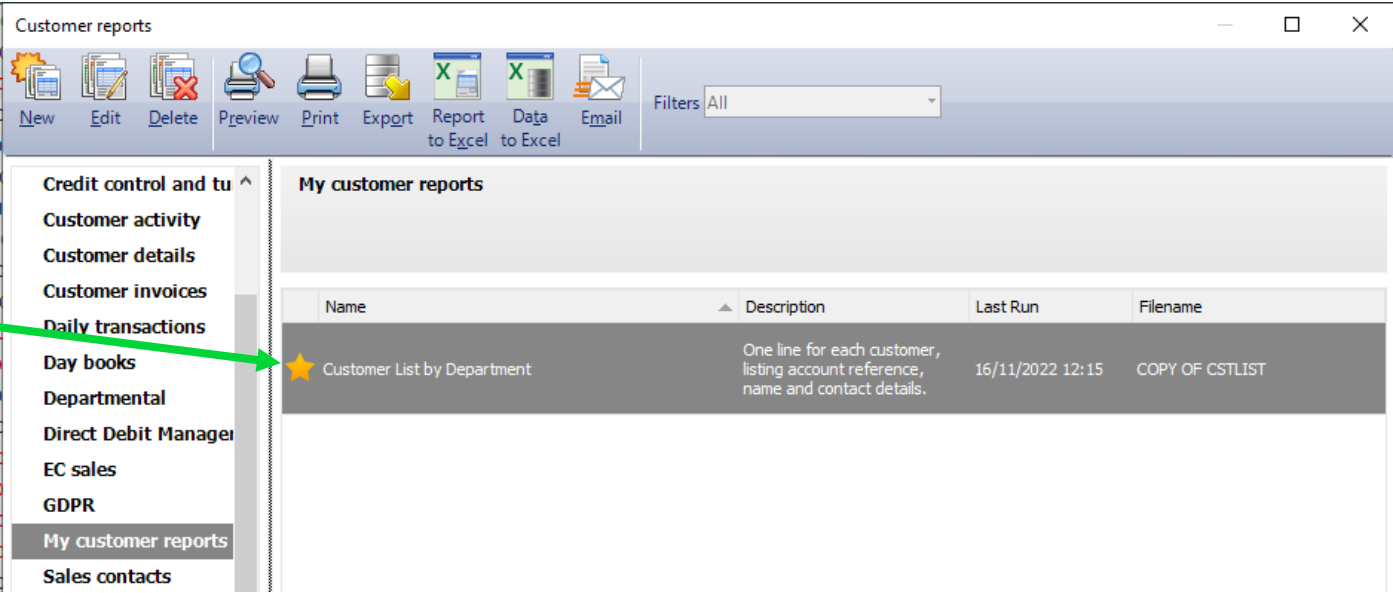
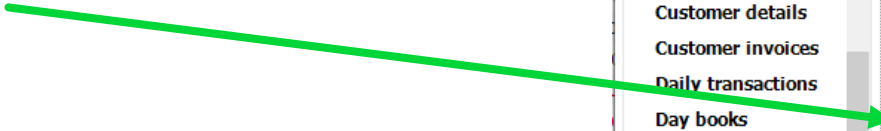
To change the **filename** of the report: -

- File > Save As > either change filename or leave as "Copy of..." > Save



Favourites

Click the star to the left of any report....



...to show it as a Favourite, for easy access

Adding a text box

Add Text > click once to add box > start typing > click away when done

1. Page Header

Date: DATE NAME Page: PAGE
Time: TIME NAME

2. Page Header

Customer From: CUSTOMER_REF
Customer To: CUSTOMER_REF
Show Active/Inactive: Expr1

3. Page Header

<u>A/C</u>	<u>Name</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Email</u>	<u>Dept</u>
------------	-------------	---------------------	------------------	--------------	-------------

4. Details

ACCOUNT_REF	E NAME	CONTACT_NAME	TELEPHONE	E_MAIL
-------------	--------	--------------	-----------	--------

5. Report Footer

END_OF_REPORT

Set the style for the new text box to the same as the other headings in section



Adding a data field (aka variable)

Tables and Variables Help Centre article

Add Data Field > click once to add field > expand table > select data field > OK

The screenshot shows a report design tool interface with several sections:

- 1. Page Header:** Contains fields for Date (DATE), Time (TIME), NAME, and Page (PAGE).
- 2. Page Header:** Contains fields for Customer From (CUSTOMER_REF), Customer To (CUSTOMER_REF), and Show Active/Inactive (Expr1).
- 3. Page Header:** Contains a table with columns: A/C, Name, Contact Name, Telephone, Email, and Dept.
- 4. Details:** Contains a table with columns: ACCOUNT_REF, NAME, CONTACT_NAME, TELEPHONE, E_MAIL, and DEPT_N. The DEPT_N column is highlighted with a green box.
- 5. Report Footer:** Contains the field END_OF_REPORT.

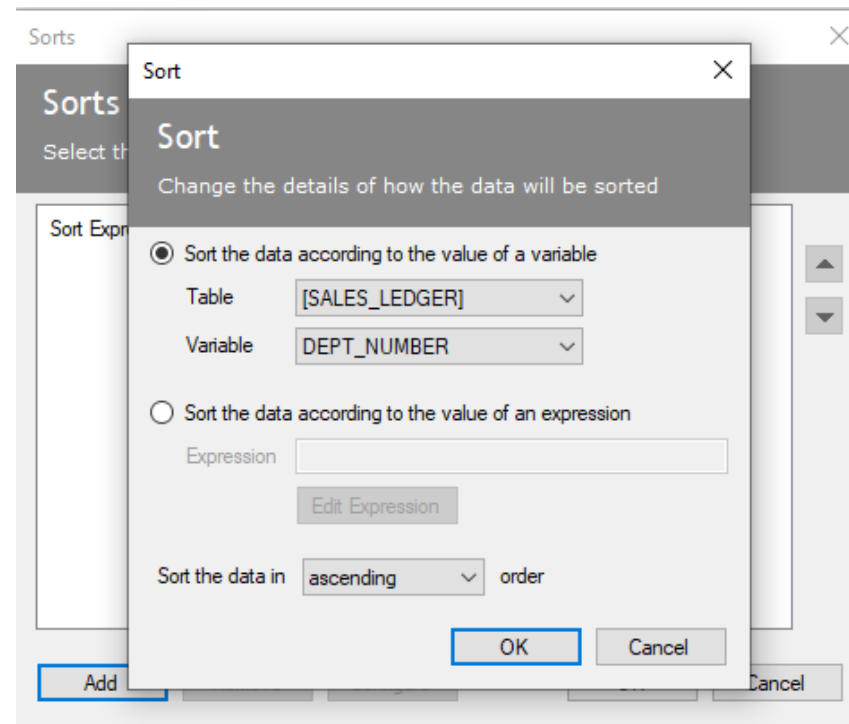
Set the style for the new data field to the same as the other data fields in section

The screenshot shows a report design tool interface with a table. The table has columns: A/C, Name, Contact Name, Telephone, Email, and Dept. The Dept column is highlighted with a green box. Below the table, there is a dropdown menu labeled 'Criteria Details' and a text field containing 'Tahoma'. To the right, there is a page number '8' and a dropdown arrow.

Adding Sorts

Add a Sort Help Centre article

Report > Sorts > Add > select table > select variable > set sort order (ascending/descending) > OK > OK

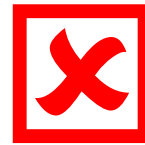


Summary - Sorts

- **Non-grouped** reports can have their sort order changed easily via Report > Sorts
- Data can be sorted in either ascending or descending order
- You can add **multiple** sorts to a report as long as they make sense, i.e.



Sorts	
Select the variables that the data in your report will be ordered by	
Sort Expression	Direction
SALES_LEDGER.DEPT_NUMBER	Ascending
SALES_LEDGER.ACCOUNT_REF	Ascending



Sorts	
Select the variables that the data in your report will be ordered by	
Sort Expression	Direction
SALES_LEDGER.ACCOUNT_REF	Ascending
SALES_LEDGER.DEPT_NUMBER	Ascending

- Once you have sorted on a unique field - stop adding sorts

Groups



Groups

What is a Group?

Divides report data into groups sharing something in common: -

- List of Customers grouped *by Department*
- List of Transactions grouped *by Supplier*
- List of Products *by Stock Location*

Benefits

- Provides structure to a report
- Report data automatically sorted on the grouped data field
- Multiple Groups
- Sub-totals
- Page Breaks
- And more!

Adding Groups

Add a Group Help Centre article

Sections > Add Section > Group Header and Footer > add table and variable in window > OK

Two new sections appear in the report design: -

BEFORE GROUP (5 sections)

The screenshot shows a report design window with five sections:

- 1. Page Header: Contains fields for Date (DATE), Time (TIME), NAME, and Page (PAGE).
- 2. Page Header: Contains fields for Customer From (CUSTOMER_REF), Customer To (CUSTOMER_REF), and Show Active/Inactive (Expr1).
- 3. Page Header: Contains a table header with columns: A/C, Name, Contact Name, Telephone, Email, and Dept.
- 4. Details: Contains a table row with columns: ACCOUNT_REF, NAME, CONTACT_NAME, TELEPHONE, E_MAIL, and DEPT_N.
- 5. Report Footer: Contains the text END_OF_REPORT.

AFTER GROUP (7 sections)

The screenshot shows the same report design window but with two additional sections added, highlighted in green:

- 4. SALES_LEDGER.DEPT_NUMBER Header: A new group header section.
- 6. SALES_LEDGER.DEPT_NUMBER Footer: A new group footer section.

The other sections (1, 2, 3, 5, 7) remain the same as in the 'BEFORE GROUP' screenshot.

New group header and group footer sections

Report Design – Group Added

BEFORE AMENDMENTS

1. Page Header

Date: DATE NAME Page: PAGE
Time: TIME NAME

2. Page Header

Customer From: CUSTOMER_REF_
Customer To: CUSTOMER_REF_
Show Active/Inactive: Expr1

3. Page Header

<u>A/C</u>	<u>Name</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Email</u>	<u>Dept</u>
------------	-------------	---------------------	------------------	--------------	-------------

4. SALES_LEDGER.DEPT_NUMBER Header

5. Details

<u>ACCOUNT_REF</u>	<u>E_NAME</u>	<u>CONTACT_NAME</u>	<u>TELEPHONE</u>	<u>E_MAIL</u>	<u>DEPT_N</u>
--------------------	---------------	---------------------	------------------	---------------	---------------

6. SALES_LEDGER.DEPT_NUMBER Footer

7. Report Footer

END_OF_REPORT

AFTER AMENDMENTS

1. Page Header

Date: DATE NAME Page: PAGE
Time: TIME NAME

2. Page Header

Customer From: CUSTOMER_REF_
Customer To: CUSTOMER_REF_
Show Active/Inactive: Expr1

3. SALES_LEDGER.DEPT_NUMBER Header

<u>Dept</u>	<u>DEPT_NUMB</u>	<u>DEPT_NAME</u>	<u>A/C</u>	<u>Name</u>	<u>Contact Name</u>	<u>Telephone</u>	<u>Email</u>
-------------	------------------	------------------	------------	-------------	---------------------	------------------	--------------

4. Details

<u>ACCOUNT_REF</u>	<u>E_NAME</u>	<u>CONTACT_NAME</u>	<u>TELEPHONE</u>	<u>E_MAIL</u>
--------------------	---------------	---------------------	------------------	---------------

5. SALES_LEDGER.DEPT_NUMBER Footer

6. Report Footer

END_OF_REPORT

Report Preview – Group Added

BEFORE AMENDMENTS

Date: 18/11/2022
Time: 13:49:02

Stationery & Computer Mart UK
Customer List by Department

Page: 1

Customer From:
Customer To:
Show Active/Inactive: Active and Inactive(*)

A/C	Name	Contact Name	Telephone	Email	Dept
A1D001	A1 Design Services	Jan Cairns	01742 876 234	newbusinessadvice@sage.com	0
DST001	Johnson Design & Build Partners	Peter Quigley	0191 234 567	newbusinessadvice@sage.com	0
BBS001	Bobs Building Supplies	Susan Livingstone	01983 567 123	newbusinessadvice@sage.com	0
CGS001	County Golf Supplies	Keith Office	0191 385 6432	newbusinessadvice@sage.com	0
VID001	The Video Rental Company	June Whitehouse	0678 234 5678	newbusinessadvice@sage.com	0
PAT001	Patterson & Graham Garages	Simon Billington	0987 678 234	newbusinessadvice@sage.com	0
MIB001	Mikes Insurance Services	Mike Bradford	01754 234 895	newbusinessadvice@sage.com	0
MIL001	Mile Road Health Centre	Tracy Smithson	01981 674 234	newbusinessadvice@sage.com	0
JS5001	John Smith Studios	John Smith	01327 617 542	newbusinessadvice@sage.com	0
SWA001	Swan Leisure Centre	John Blair	0191 567 2345	newbusinessadvice@sage.com	0
CASH001	Cash and Credit Card Sales	Clirt Peddie	0141 373 2828	newbusinessadvice@sage.com	1
GRA001	Graham Electronics	Stephen Kiszow	017684 30707	newbusinessadvice@sage.com	1
BUS001	Business Exhibitions	Fred Briant	01908 787878	newbusinessadvice@sage.com	1
BRID01	Fred Briant	Fred Briant	01908 787878	newbusinessadvice@sage.com	1
COM001	Compton Packaging	Sean Morris	0191 121 9876	newbusinessadvice@sage.com	1
MAC001	Macolm Hall Associates	Siobhan Winter	01244 343433	newbusinessadvice@sage.com	1
ABS001	ABS Garages Ltd	Mike Hall	0191 254 5909	newbusinessadvice@sage.com	1
FGL001	F G Landscape & Design	David Bradford	01603 354564	newbusinessadvice@sage.com	1
MOR001	Morley Solicitors	John Bampton	01789 656 556	newbusinessadvice@sage.com	1
KIND01	Kinghorn & French	John Bell	0191 676 5656	newbusinessadvice@sage.com	1
PICO01	Picture Frame Ltd	Ahmed Roumani	01249 265 9874	newbusinessadvice@sage.com	1
ROB001	Robertson Joinery	Stephen Baker	0181 789 2323	newbusinessadvice@sage.com	1
SDE001	S D Enterprises	Jane Scott	0191 937 9836	newbusinessadvice@sage.com	1
SHO001	The Show Lodge	Lesley Walton	0121 383 0345	newbusinessadvice@sage.com	1
STE001	Stevenson & Smith	Jonathon Sayers	01244 453 232	newbusinessadvice@sage.com	1
STE002	Steven Stephenson	Steven Young	0151 977 8876	newbusinessadvice@sage.com	1
STU001	Edward Stuart	Edward Stuart	0191 839 3940	newbusinessadvice@sage.com	1
YOU001	Peter Young	Peter Young	08976 656 878	newbusinessadvice@sage.com	1
BRO001	Bronson Inc	Paul Guy	001 214 248 8924	newbusinessadvice@sage.com	6
HAU001	Hauser GMBH	Alistair Leadbetter	00 49 531 3443334	newbusinessadvice@sage.com	6

End of Report

AFTER AMENDMENTS

Date: 18/11/2022
Time: 13:52:50

Stationery & Computer Mart UK
Customer List by Department

Page: 1

Customer From:
Customer To:
Show Active/Inactive: Active and Inactive(*)

Dept	A/C	Name	Contact Name	Telephone	Email
0	A1D001	A1 Design Services	Jan Cairns	01742 876 234	newbusinessadvice@sage.com
0	DST001	Johnson Design & Build Partners	Peter Quigley	0191 234 567	newbusinessadvice@sage.com
0	BBS001	Bobs Building Supplies	Susan Livingstone	01983 567 123	newbusinessadvice@sage.com
0	CGS001	County Golf Supplies	Keith Office	0191 385 6432	newbusinessadvice@sage.com
0	VID001	The Video Rental Company	June Whitehouse	0678 234 5678	newbusinessadvice@sage.com
0	PAT001	Patterson & Graham Garages	Simon Billington	0987 678 234	newbusinessadvice@sage.com
0	MIB001	Mikes Insurance Services	Mike Bradford	01754 234 895	newbusinessadvice@sage.com
0	MIL001	Mile Road Health Centre	Tracy Smithson	01981 674 234	newbusinessadvice@sage.com
0	JS5001	John Smith Studios	John Smith	01327 617 542	newbusinessadvice@sage.com
0	SWA001	Swan Leisure Centre	John Blair	0191 567 2345	newbusinessadvice@sage.com
1	CASH001	Cash and Credit Card Sales	Clirt Peddie	0141 373 2828	newbusinessadvice@sage.com
1	GRA001	Graham Electronics	Stephen Kiszow	017684 30707	newbusinessadvice@sage.com
1	BUS001	Business Exhibitions	Fred Briant	01908 787878	newbusinessadvice@sage.com
1	BRID01	Fred Briant	Fred Briant	01908 787878	newbusinessadvice@sage.com
1	COM001	Compton Packaging	Sean Morris	0191 121 9876	newbusinessadvice@sage.com
1	MAC001	Macolm Hall Associates	Siobhan Winter	01244 343433	newbusinessadvice@sage.com
1	ABS001	ABS Garages Ltd	Mike Hall	0191 254 5909	newbusinessadvice@sage.com
1	FGL001	F G Landscape & Design	David Bradford	01603 354564	newbusinessadvice@sage.com
1	MOR001	Morley Solicitors	John Bampton	01789 656 556	newbusinessadvice@sage.com
1	KIND01	Kinghorn & French	John Bell	0191 676 5656	newbusinessadvice@sage.com
1	PICO01	Picture Frame Ltd	Ahmed Roumani	01249 265 9874	newbusinessadvice@sage.com
1	ROB001	Robertson Joinery	Stephen Baker	0181 789 2323	newbusinessadvice@sage.com
1	SDE001	S D Enterprises	Jane Scott	0191 937 9836	newbusinessadvice@sage.com
1	SHO001	The Show Lodge	Lesley Walton	0121 383 0345	newbusinessadvice@sage.com
1	STE001	Stevenson & Smith	Jonathon Sayers	01244 453 232	newbusinessadvice@sage.com
1	STE002	Steven Stephenson	Steven Young	0151 977 8876	newbusinessadvice@sage.com
1	STU001	Edward Stuart	Edward Stuart	0191 839 3940	newbusinessadvice@sage.com
1	YOU001	Peter Young	Peter Young	08976 656 878	newbusinessadvice@sage.com
6	BRO001	Bronson Inc	Paul Guy	001 214 248 8924	newbusinessadvice@sage.com
6	HAU001	Hauser GMBH	Alistair Leadbetter	00 49 531 3443334	newbusinessadvice@sage.com

End of Report

Recap

- Check report sections to see if already grouped
- Adding objects – what, where and how it looks
- Non-grouped reports are easily sorted
- Do you need to add a group, or will a sort do?
- Grouped reports automatically sort on grouped data, but will **not** appear as a sort in the Sorts window
- Additional sorts can be added to sort data *within* group

Further Support

[Tables and Variables](#)

[Reporting Support Hub](#)

[Sage Report Design Service](#)