

# Report Designer – Sections and Groups Pt.2

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Sage



# Agenda

- **RECAP**
- **Multiple Groups**
- **Sub-Totals**
- **Page Breaks**
- **Further support**

# RECAP

## 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!

# Multiple Groups



# Multiple Groups – Design Mode

1. Page Header

Date: DATE

NAME

Page: PAGE

Time: TIME

NAME

2. Report Header

Cust Ref From: CUSTOMER\_RE

Date From: TRAN\_DATE\_FR

Transaction From: DETAIL\_TRAN\_

Cust Ref To: CUSTOMER\_RE

Date To: TRAN\_DATE\_T

Transaction To: DETAIL\_TRAN\_

3. ANALYSIS\_1 Header

Agent : ANALYSIS\_1

4. ACCOUNT\_REF Header

Account Ref: ACCOUNT\_RE

Name: NAME

Tran. Type

Inv Ref

Details

Gross Amount

Tax Amount

Outstanding

5. Details

TYPE

INV\_REF

DETAILS

GROSS\_AMOUNT

TAX\_AMOUNT

OUTSTANDING

6. ACCOUNT\_REF Footer

GROSS\_AMOUNT

TAX\_AMOUNT

OUTSTANDING

7. ANALYSIS\_1 Footer

Agent Totals :

GROSS\_AMOUNT

TAX\_AMOUNT

OUTSTANDING

8. Report Footer

Totals :

GROSS\_AMOUNT

TAX\_AMOUNT

OUTSTANDING

END\_OF\_REPORT

## Agents Commission Report

**Page Header** – *once per page*

**Report Header** – *once per report*

**Group 1 Header** – *once per group*

**Group 2 Header** – *once per group*

**Details** – *once per line of data*

**Group 2 Footer** – *once per group*

**Group 1 Footer** – *once per group*

**Report Footer** – *once per report*

# Multiple Groups – Preview Mode

Date: 09/12/2022

Time: 11:59:20

Stationery & Computer Mart UK

Agents Commission Report

Page: 1

Cust Ref From :

Cust Ref To: ZZZZZZZ

Date From: 15/01/2021

Date To: 29/01/2021

Transaction From: 1

Transaction To: 99,999,999

Agent : Abby

Account Ref : BRI001

Name : Fred Briant

| Tran. Type | Inv Ref | Details                   | Gross Amount | Tax Amount | Outstanding |
|------------|---------|---------------------------|--------------|------------|-------------|
| SI         | 3       | PC Combo Pack 1           | 630.97       | 91.97      | 0.00        |
| SI         | 3       | SIMM 64mb 100Mhz          | 183.55       | 26.75      | 0.00        |
| SI         | 3       | LP100 Laser Printer       | 275.33       | 40.13      | 0.00        |
| SI         | 3       | LP100 Laser Printer Toner | 114.72       | 16.72      | 0.00        |
|            |         |                           | 1,204.57     | 175.57     | 0.00        |

Account Ref : STE002

Name : Steven Stephenson

| Tran. Type | Inv Ref | Details                             | Gross Amount | Tax Amount | Outstanding |
|------------|---------|-------------------------------------|--------------|------------|-------------|
| SI         | 15      | PC Combo Pack 3                     | 2,581.23     | 376.23     | 0.00        |
| SI         | 15      | SIMM 32mb 100Mhz                    | 229.44       | 33.44      | 0.00        |
| SI         | 15      | JP030 Jet Printer Cartridge         | 144.55       | 21.07      | 0.00        |
| SI         | 15      | Rubber Bands - Selection Pack (200) | 13.77        | 2.01       | 0.00        |
| SI         | 15      | Copy Paper - Standard Grade         | 288.22       | 42.01      | 0.00        |
| SI         | 15      | JP010 Jet Printer                   | 160.61       | 23.41      | 0.00        |
|            |         |                                     | 3,417.82     | 498.17     | 0.00        |

Account Ref : STU001

Name : Edward Stuart

| Tran. Type | Inv Ref | Details                       | Gross Amount | Tax Amount | Outstanding |
|------------|---------|-------------------------------|--------------|------------|-------------|
| SI         | 12      | JP010 Jet Printer             | 160.61       | 23.41      | 0.00        |
| SI         | 12      | MTH1000 Motherboard           | 229.44       | 33.44      | 0.00        |
| SI         | 12      | DIMM 128mb 100Mhz             | 458.89       | 66.89      | 0.00        |
| SI         | 12      | Mouse Mat - (241 x 203) Black | 3.44         | 0.50       | 0.00        |
| SI         | 12      | PCR700 Processor              | 917.77       | 133.77     | 0.00        |
|            |         |                               | 1,770.15     | 258.01     | 0.00        |

Agent Totals :

6,392.54

931.75

0.00

**Group 1 Header** – once per **START** of group

**Group 2 Header** – once per **START** of group

**Group 2 Footer** – once per **END** of group

**Group 2 Header** – once per **START** of group

**Group 2 Footer** – once per **END** of group

**Group 2 Header** – once per **START** of group

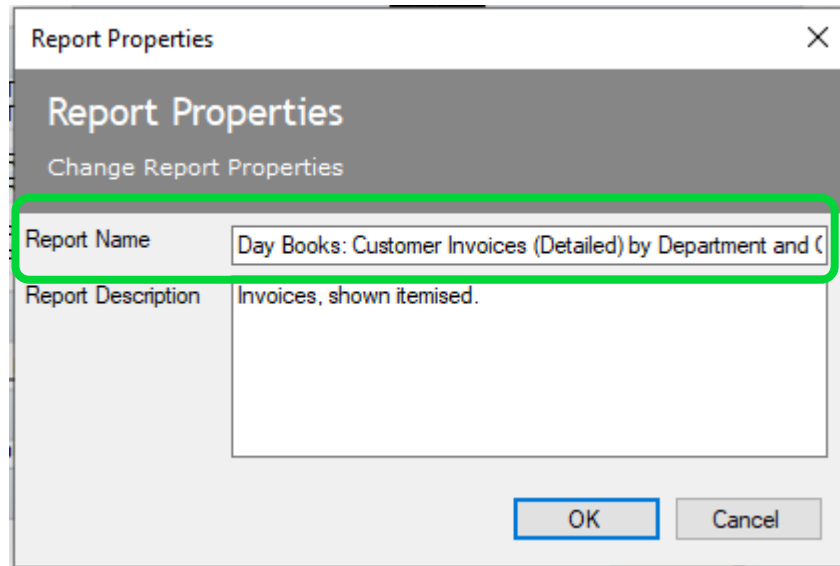
**Group 2 Footer** – once per **END** of group

**Group 1 Footer** – once per **END** of group

# Creating a copy of a report

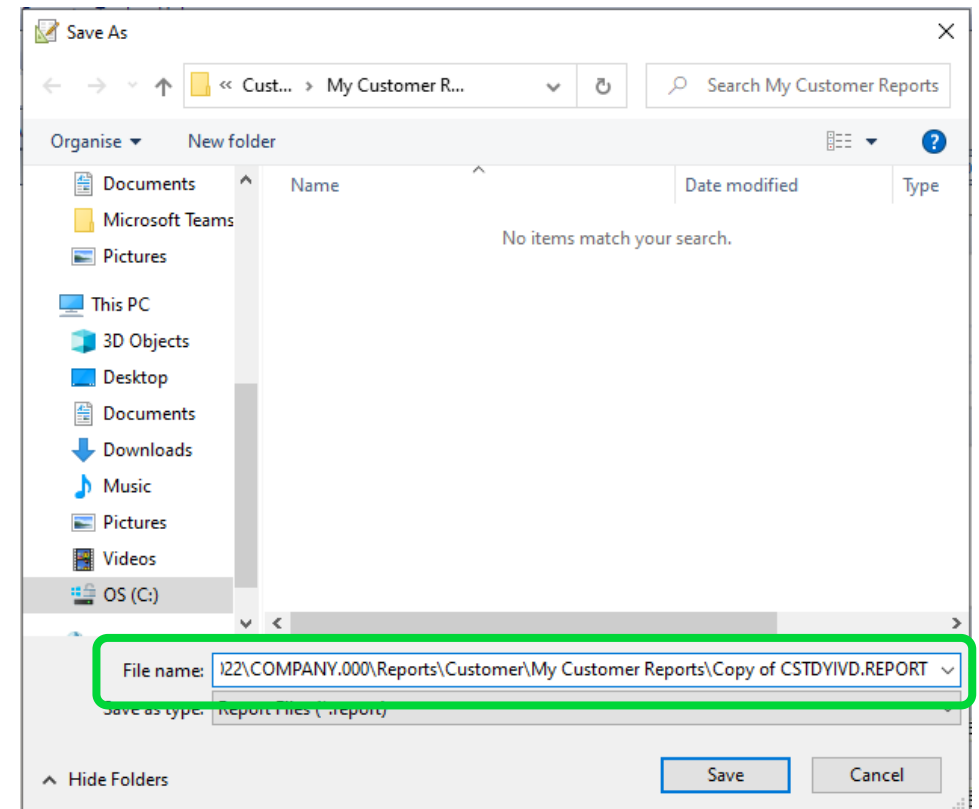
To change the **name** of the report: -

- 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



# Adding Group 1

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

A new **Group Header** and **Group Footer** section appears in the report design: -

## BEFORE GROUP 1 (5 sections)

1. Page Header

Date: DATE

NAME

Page: PAGE

Time: TIME

NAME

2. Page Header

Date From: TRAN\_DATE\_FROM

Customer From: CUSTOMER\_REF

Date To: TRAN\_DATE\_TO

Customer To: CUSTOMER\_REF

Transaction From: DETAIL\_TRA

N/C From: TRAN\_NOM\_CO

Transaction To: DETAIL\_TRA

N/C To: TRAN\_NOM\_CO

Dept From: TRAN\_DEPT

Dept To: TRAN\_DEPT

3. Page Header

Tran No.

Type

Date

A/C Ref

N/C

Inv Ref

Dept.

Details

Net Amount

Tax Amount

T/C

Gross Amount

V

B

4. Details

TRAN\_N

TY

DATE

ACCOUNT\_

NOMINA

INV\_REF

DEPT

DETAILS

NET\_AMOUN

TAX\_AMOUNT

TAX\_

GROSS\_AMO

VABAN

5. Report Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

END\_OF\_REPORT

## AFTER GROUP 1 (7 sections)

1. Page Header

Date: DATE

NAME

Page: PAGE

Time: TIME

NAME

2. Page Header

Date From: TRAN\_DATE\_FROM

Customer From: CUSTOMER\_REF

Date To: TRAN\_DATE\_TO

Customer To: CUSTOMER\_REF

Transaction From: DETAIL\_TRA

N/C From: TRAN\_NOM\_CO

Transaction To: DETAIL\_TRA

N/C To: TRAN\_NOM\_CO

Dept From: TRAN\_DEPT

Dept To: TRAN\_DEPT

3. Page Header

Tran No.

Type

Date

A/C Ref

N/C

Inv Ref

Dept.

Details

Net Amount

Tax Amount

T/C

Gross Amount

V

B

4. AUDIT\_SPLIT.DEPT\_NUMBER Header

5. Details

TRAN\_N

TY

DATE

ACCOUNT\_

NOMINA

INV\_REF

DEPT

DETAILS

NET\_AMOUN

TAX\_AMOUNT

TAX\_

GROSS\_AMO

VABAN

6. AUDIT\_SPLIT.DEPT\_NUMBER Footer

7. Report Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

END\_OF\_REPORT



# Adding Group 2

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

A new **Group Header** and **Group Footer** section appears in the report design: -

## BEFORE GROUP 2 (7 sections)

1. Page Header

Date:

Page:

Time:

2. Page Header

Date From:

Customer From:

Date To:

Customer To:

Transaction From:

N/C From:

Transaction To:

N/C To:

Dept From:

Dept To:

3. Page Header

| Tran No. | Type | Date | A/C Ref | N/C | Inv Ref | Dept. Details | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|----------|------|------|---------|-----|---------|---------------|------------|------------|-----|--------------|---|---|
|----------|------|------|---------|-----|---------|---------------|------------|------------|-----|--------------|---|---|

4. AUDIT\_SPLIT.DEPT\_NUMBER Header

5. Details

| TRAN_N | TY | DATE | ACCOUNT | NOMINA | INV_REF | DEPT | DETAILS | NET_AMOUN | TAX_AMOUNT | TAX | GROSS_AMO | VABAN |
|--------|----|------|---------|--------|---------|------|---------|-----------|------------|-----|-----------|-------|
|--------|----|------|---------|--------|---------|------|---------|-----------|------------|-----|-----------|-------|

6. AUDIT\_SPLIT.DEPT\_NUMBER Footer

7. Report Footer

Totals:

## AFTER GROUP 2 (9 sections)

1. Page Header

Date:

Page:

Time:

2. Page Header

Date From:

Customer From:

Date To:

Customer To:

Transaction From:

N/C From:

Transaction To:

N/C To:

Dept From:

Dept To:

3. Page Header

| Tran No. | Type | Date | A/C Ref | N/C | Inv Ref | Dept. Details | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|----------|------|------|---------|-----|---------|---------------|------------|------------|-----|--------------|---|---|
|----------|------|------|---------|-----|---------|---------------|------------|------------|-----|--------------|---|---|

4. AUDIT\_SPLIT.DEPT\_NUMBER Header

5. AUDIT\_SPLIT.ACCOUNT\_REF Header

6. Details

| TRAN_N | TY | DATE | ACCOUNT | NOMINA | INV_REF | DEPT | DETAILS | NET_AMOUN | TAX_AMOUNT | TAX | GROSS_AMO | VABAN |
|--------|----|------|---------|--------|---------|------|---------|-----------|------------|-----|-----------|-------|
|--------|----|------|---------|--------|---------|------|---------|-----------|------------|-----|-----------|-------|

7. AUDIT\_SPLIT.ACCOUNT\_REF Footer

8. AUDIT\_SPLIT.DEPT\_NUMBER Footer

9. Report Footer

Totals:

# Group Header Content

## BEFORE AMENDMENTS

1. Page Header

Date:

Page:

Time:

2. Page Header

Date From:

Customer From:

Date To:

Customer To:

Transaction From:

N/C From:

Transaction To:

N/C To:

Dept From:

Dept To:

3. Page Header

Tran No.

Type

Date

A/C Ref

N/C

Inv Ref

Dept. Details

Net Amount

Tax Amount

T/C

Gross Amount

V

B

4. AUDIT\_SPLIT.DEPT\_NUMBER Header

Dept.

5. AUDIT\_SPLIT.ACCOUNT\_REF Header

A/C Ref

6. Details

Tran No.

TY

Date

ACCOUNT\_

NOMINA

INV\_REF

DEPT

DETAILS

NET\_AMOUN

TAX\_AMOUNT

TAX\_

GROSS\_AMO

VA

BAN

7. AUDIT\_SPLIT.ACCOUNT\_REF Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

8. AUDIT\_SPLIT.DEPT\_NUMBER Footer

END\_OF\_REPORT

9. Report Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

## AFTER AMENDMENTS

1. Page Header

Date:

Page:

Time:

2. Page Header

Date From:

Customer From:

Date To:

Customer To:

Transaction From:

N/C From:

Transaction To:

N/C To:

Dept From:

Dept To:

3. Page Header

Tran No.

Type

Date

A/C Ref

N/C

Inv Ref

Dept. Details

Net Amount

Tax Amount

T/C

Gross Amount

V

B

4. AUDIT\_SPLIT.DEPT\_NUMBER Header

Dept.

5. AUDIT\_SPLIT.ACCOUNT\_REF Header

A/C Ref

6. Details

Tran No.

TY

Date

ACCOUNT\_

NOMINA

INV\_REF

DEPT

DETAILS

NET\_AMOUN

TAX\_AMOUNT

TAX\_

GROSS\_AMO

VA

BAN

7. AUDIT\_SPLIT.ACCOUNT\_REF Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

8. AUDIT\_SPLIT.DEPT\_NUMBER Footer

END\_OF\_REPORT

9. Report Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

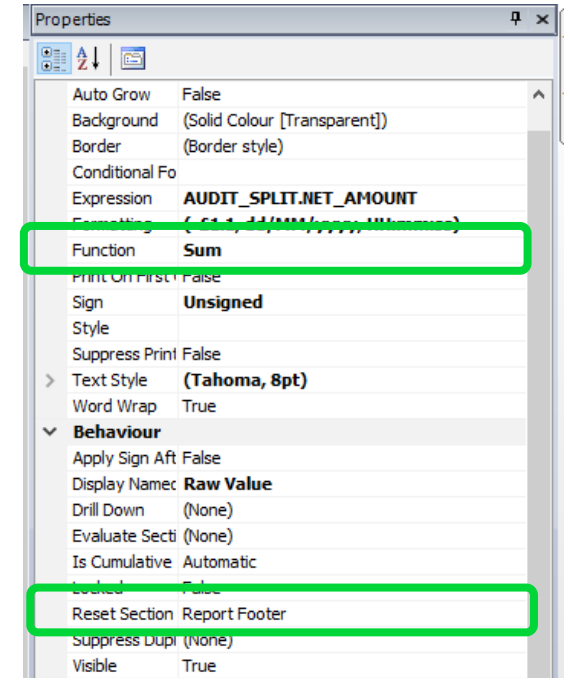
# Group Footers

Any **value data fields** added to a group footer section provide **sub-totals** for that group, i.e. :-

- sub-totals for **Department** can be added to the DEPT\_NUMBER Footer
- sub-totals for **Customer** can be added to the ACCOUNT\_REF Footer

Two properties to check to ensure totals work correctly: -

- **Function** property – needs to be set to **SUM**
- **Reset Section** property – needs to be set to the section the data fields are in



# Group Footer Content

## BEFORE AMENDMENTS

1. Page Header

Date: DATE

NAME

Page: PAGE

Time: TIME

NAME

2. Page Header

Date From: TRAN\_DATE\_FROM

Customer From: CUSTOMER\_REF

Date To: TRAN\_DATE\_TO

Customer To: CUSTOMER\_REF

Transaction From: DETAIL\_TRA

N/C From: TRAN\_NOM\_CO

Transaction To: DETAIL\_TRA

N/C To: TRAN\_NOM\_CO

Dept From: TRAN\_DEPT

Dept To: TRAN\_DEPT\_

3. Page Header

4. AUDIT\_SPLIT.DEPT\_NUMBER Header

Dept. DEPT

5. AUDIT\_SPLIT.ACCOUNT\_REF Header

A/C Ref ACCOUNT\_

| Tran No. | Type | Date | N/C | Inv Ref | Details | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|----------|------|------|-----|---------|---------|------------|------------|-----|--------------|---|---|
|----------|------|------|-----|---------|---------|------------|------------|-----|--------------|---|---|

6. Details

|        |    |      |        |         |         |           |            |      |           |    |     |
|--------|----|------|--------|---------|---------|-----------|------------|------|-----------|----|-----|
| TRAN_N | TY | DATE | NOMINA | INV_REF | DETAILS | NET_AMOUN | TAX_AMOUNT | TAX_ | GROSS_AMO | VA | BAN |
|--------|----|------|--------|---------|---------|-----------|------------|------|-----------|----|-----|

7. AUDIT\_SPLIT.ACCOUNT\_REF Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

8. AUDIT\_SPLIT.DEPT\_NUMBER Footer

9. Report Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

END\_OF\_REPORT

## AFTER AMENDMENTS

1. Page Header

Date: DATE

NAME

Page: PAGE

Time: TIME

NAME

2. Page Header

Date From: TRAN\_DATE\_FROM

Customer From: CUSTOMER\_REF

Date To: TRAN\_DATE\_TO

Customer To: CUSTOMER\_REF

Transaction From: DETAIL\_TRA

N/C From: TRAN\_NOM\_CO

Transaction To: DETAIL\_TRA

N/C To: TRAN\_NOM\_CO

Dept From: TRAN\_DEPT

Dept To: TRAN\_DEPT\_

3. Page Header

4. AUDIT\_SPLIT.DEPT\_NUMBER Header

Dept. DEPT

5. AUDIT\_SPLIT.ACCOUNT\_REF Header

A/C Ref ACCOUNT\_

| Tran No. | Type | Date | N/C | Inv Ref | Details | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|----------|------|------|-----|---------|---------|------------|------------|-----|--------------|---|---|
|----------|------|------|-----|---------|---------|------------|------------|-----|--------------|---|---|

6. Details

|        |    |      |        |         |         |           |            |      |           |    |     |
|--------|----|------|--------|---------|---------|-----------|------------|------|-----------|----|-----|
| TRAN_N | TY | DATE | NOMINA | INV_REF | DETAILS | NET_AMOUN | TAX_AMOUNT | TAX_ | GROSS_AMO | VA | BAN |
|--------|----|------|--------|---------|---------|-----------|------------|------|-----------|----|-----|

7. AUDIT\_SPLIT.ACCOUNT\_REF Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

8. AUDIT\_SPLIT.DEPT\_NUMBER Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

9. Report Footer

Totals:

NET\_AMOUN

TAX\_AMOUNT

GROSS\_AMO

END\_OF\_REPORT

# Page Break

Can be applied to either **Group Header** or **Group Footer** sections.

Select section > Properties > change Page Break Before / After to **True**

1

2

3

4

5

6

7

8

Date: DATE

NAME

Page: PAGE

Time: TIME

NAME

2. Page Header

Date From: TRAN\_DATE\_FROM

Date To: TRAN\_DATE\_TO

Customer From: CUSTOMER\_REF

Customer To: CUSTOMER\_REF

Transaction From: DETAIL\_TRA

Transaction To: DETAIL\_TRA

Dept From: TRAN\_DEPT

Dept To: TRAN\_DEPT

N/C From: TRAN\_NOM\_CO

N/C To: TRAN\_NOM\_CO

3. Page Header

4. AUDIT\_SPLIT.DEPT\_NUMBER Header

Dept. DEPT

Properties

Appearance

Character Count0

Filter

Group ExpressionAUDIT\_SPLIT.DEPT\_NUMBER

Group Sort DirectionAscending

Keep TogetherFalse

Print On First Copy OnlyFalse

Suppress PrintingFalse

Behaviour

Page Break BeforeTrue

Repeat on Each PageFalse

Start On PageAny

VisibleTrue

Layout

Height0.3333in

Report Explorer

# Report Preview – Multiple Groups Added

BEFORE AMENDMENTS

AFTER AMENDMENTS

Date: 12/12/2022  
Time: 13:16:16

Date From: 15/01/2021  
Date To: 17/01/2021

Transaction From: 1  
Transaction To: 99,999,999

Dept From: 0  
Dept To: 999

Stationery & Computer Mart UK

Page: 1

Day Books: Customer Invoices (Detailed)

Customer From: ZZZZZZZZ  
Customer To: ZZZZZZZZ

N/C From: 99999999  
N/C To: 99999999

| Tran No. | Type | Date       | A/C Ref | N/C  | Inv Ref | Dept. | Details                       | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|----------|------|------------|---------|------|---------|-------|-------------------------------|------------|------------|-----|--------------|---|---|
| 143      | SI   | 15/01/2021 | BR1001  | 4000 | 3       | 1     | PC Combo Pack 1               | 539.00     | 91.97      | T1  | 630.97       | R | - |
| 144      | SI   | 15/01/2021 | BR1001  | 4000 | 3       | 1     | SIMM 64mb 100Mhz              | 156.80     | 26.75      | T1  | 183.55       | R | - |
| 145      | SI   | 15/01/2021 | BR1001  | 4000 | 3       | 1     | LP100 Laser Printer           | 235.20     | 40.13      | T1  | 275.33       | R | - |
| 146      | SI   | 15/01/2021 | BR1001  | 4000 | 3       | 1     | LP100 Laser Printer Toner     | 98.00      | 16.72      | T1  | 114.72       | R | - |
| 190      | SI   | 17/01/2021 | BUS001  | 4000 | 4       | 1     | A4 Ledger Book - 5 Column     | 42.06      | 7.36       | T1  | 49.42        | R | - |
| 191      | SI   | 17/01/2021 | BUS001  | 4000 | 4       | 1     | A4 Carbon Copy Book -         | 31.47      | 5.51       | T1  | 36.98        | R | - |
| 192      | SI   | 17/01/2021 | BUS001  | 4000 | 4       | 1     | Shorthand Notebook - 80       | 67.13      | 11.75      | T1  | 78.88        | R | - |
| 193      | SI   | 17/01/2021 | BUS001  | 4000 | 4       | 1     | Calculator - Desktop          | 8.78       | 1.54       | T1  | 10.32        | R | - |
| 194      | SI   | 17/01/2021 | BUS001  | 4000 | 4       | 1     | CDR12432 Read/Write CD        | 587.05     | 102.73     | T1  | 689.78       | R | - |
| 195      | SI   | 17/01/2021 | BUS001  | 4000 | 4       | 1     | Correction Fluid - White      | 17.55      | 3.07       | T1  | 20.62        | R | - |
| 196      | SI   | 17/01/2021 | BUS001  | 4000 | 4       | 1     | Disk - CDR (640MB)            | 35.10      | 6.14       | T1  | 41.24        | R | - |
| 197      | SI   | 17/01/2021 | BUS001  | 4000 | 4       | 1     | Copy Paper - Economy Grade    | 181.74     | 31.80      | T1  | 213.54       | R | - |
| 198      | SI   | 16/01/2021 | GRA001  | 4000 | 7       | 1     | Envelope - Brown (110 x       | 127.59     | 21.77      | T1  | 149.36       | R | - |
| 199      | SI   | 16/01/2021 | GRA001  | 4000 | 7       | 1     | FX020 Multifunctional Fax     | 353.40     | 60.30      | T1  | 413.70       | R | - |
| 200      | SI   | 16/01/2021 | GRA001  | 4000 | 7       | 1     | A4 Labels (68x99) - Inkjet    | 52.60      | 8.98       | T1  | 61.58        | R | - |
| 201      | SI   | 16/01/2021 | GRA001  | 4000 | 7       | 1     | Inkjet Paper - Premium        | 44.08      | 7.52       | T1  | 51.60        | R | - |
| 202      | SI   | 16/01/2021 | GRA001  | 4000 | 7       | 1     | Pencil - H                    | 8.82       | 1.51       | T1  | 10.33        | R | - |
| 203      | SI   | 16/01/2021 | GRA001  | 4000 | 7       | 1     | Letter Trays - 3 pack (Black) | 18.55      | 3.17       | T1  | 21.72        | R | - |
| 204      | SI   | 16/01/2021 | GRA001  | 4000 | 7       | 1     | SCAN1000 Scanner              | 75.98      | 12.96      | T1  | 88.94        | R | - |
| 205      | SI   | 16/01/2021 | GRA001  | 4000 | 7       | 1     | Remember-Me Sticky Notes      | 15.90      | 2.71       | T1  | 18.61        | R | - |
| Totals:  |      |            |         |      |         |       |                               | 2,696.80   | 464.39     |     | 3,161.19     |   |   |

End of Report

Date: 12/12/2022  
Time: 13:14:45

Date From: 15/01/2021  
Date To: 17/01/2021

Transaction From: 1  
Transaction To: 99,999,999

Dept From: 0  
Dept To: 999

Stationery & Computer Mart UK

Page: 1

Day Books: Customer Invoices (Detailed) by Dept and Customer

Customer From: ZZZZZZZZ  
Customer To: ZZZZZZZZ

N/C From: 99999999  
N/C To: 99999999

Dept. 1

A/C Ref BR1001

| Tran No. | Type | Date       | N/C  | Inv Ref | Details                   | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|----------|------|------------|------|---------|---------------------------|------------|------------|-----|--------------|---|---|
| 143      | SI   | 15/01/2021 | 4000 | 3       | PC Combo Pack 1           | 539.00     | 91.97      | T1  | 630.97       | R | - |
| 144      | SI   | 15/01/2021 | 4000 | 3       | SIMM 64mb 100Mhz          | 156.80     | 26.75      | T1  | 183.55       | R | - |
| 145      | SI   | 15/01/2021 | 4000 | 3       | LP100 Laser Printer       | 235.20     | 40.13      | T1  | 275.33       | R | - |
| 146      | SI   | 15/01/2021 | 4000 | 3       | LP100 Laser Printer Toner | 98.00      | 16.72      | T1  | 114.72       | R | - |
| Totals:  |      |            |      |         |                           | 1,029.00   | 175.57     |     | 1,204.57     |   |   |

A/C Ref BUS001

| Tran No. | Type | Date       | N/C  | Inv Ref | Details                    | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|----------|------|------------|------|---------|----------------------------|------------|------------|-----|--------------|---|---|
| 190      | SI   | 17/01/2021 | 4000 | 4       | A4 Ledger Book - 5 Column  | 42.06      | 7.36       | T1  | 49.42        | R | - |
| 191      | SI   | 17/01/2021 | 4000 | 4       | A4 Carbon Copy Book -      | 31.47      | 5.51       | T1  | 36.98        | R | - |
| 192      | SI   | 17/01/2021 | 4000 | 4       | Shorthand Notebook - 80    | 67.13      | 11.75      | T1  | 78.88        | R | - |
| 193      | SI   | 17/01/2021 | 4000 | 4       | Calculator - Desktop       | 8.78       | 1.54       | T1  | 10.32        | R | - |
| 194      | SI   | 17/01/2021 | 4000 | 4       | CDR12432 Read/Write CD     | 587.05     | 102.73     | T1  | 689.78       | R | - |
| 195      | SI   | 17/01/2021 | 4000 | 4       | Correction Fluid - White   | 17.55      | 3.07       | T1  | 20.62        | R | - |
| 196      | SI   | 17/01/2021 | 4000 | 4       | Disk - CDR (640MB)         | 35.10      | 6.14       | T1  | 41.24        | R | - |
| 197      | SI   | 17/01/2021 | 4000 | 4       | Copy Paper - Economy Grade | 181.74     | 31.80      | T1  | 213.54       | R | - |
| Totals:  |      |            |      |         |                            | 970.88     | 169.90     |     | 1,140.78     |   |   |

A/C Ref GRA001

| Tran No. | Type | Date       | N/C  | Inv Ref | Details                       | Net Amount | Tax Amount | T/C | Gross Amount | V | B |
|----------|------|------------|------|---------|-------------------------------|------------|------------|-----|--------------|---|---|
| 198      | SI   | 16/01/2021 | 4000 | 7       | Envelope - Brown (110 x       | 127.59     | 21.77      | T1  | 149.36       | R | - |
| 199      | SI   | 16/01/2021 | 4000 | 7       | FX020 Multifunctional Fax     | 353.40     | 60.30      | T1  | 413.70       | R | - |
| 200      | SI   | 16/01/2021 | 4000 | 7       | A4 Labels (68x99) - Inkjet    | 52.60      | 8.98       | T1  | 61.58        | R | - |
| 201      | SI   | 16/01/2021 | 4000 | 7       | Inkjet Paper - Premium        | 44.08      | 7.52       | T1  | 51.60        | R | - |
| 202      | SI   | 16/01/2021 | 4000 | 7       | Pencil - H                    | 8.82       | 1.51       | T1  | 10.33        | R | - |
| 203      | SI   | 16/01/2021 | 4000 | 7       | Letter Trays - 3 pack (Black) | 18.55      | 3.17       | T1  | 21.72        | R | - |
| 204      | SI   | 16/01/2021 | 4000 | 7       | SCAN1000 Scanner              | 75.98      | 12.96      | T1  | 88.94        | R | - |
| 205      | SI   | 16/01/2021 | 4000 | 7       | Remember-Me Sticky Notes      | 15.90      | 2.71       | T1  | 18.61        | R | - |
| Totals:  |      |            |      |         |                               | 696.92     | 118.92     |     | 815.84       |   |   |
| Totals:  |      |            |      |         |                               | 2,696.80   | 464.39     |     | 3,161.19     |   |   |
| Totals:  |      |            |      |         |                               | 2,696.80   | 464.39     |     | 3,161.19     |   |   |

End of Report

# Recap

- Adding a new group? Two new sections, **Group Header** and **Group Footer**
- Objects should be moved / added into **Group Header** to explain the purpose of the group
- Titles for report data should sit in **last group header** if multiple groups on report (section above details)
- Sub-totals for each group can be achieved by adding value data fields into a **Group Footer** section
- ***Always check* – Function** = SUM and **Reset Section** = section the data fields are in, for any value fields in footer sections
- **Page Breaks** can be applied to either a Group Header or Footer to force a new group of data onto a new page

## Further Support

[Add a Group](#)

[Add Totals](#)

[Group Properties](#)

[Tables and Variables](#)

[Sage Report Design Service](#)