

Sage 50cloud Payroll Report Selections and Custom Report Settings

Presented by Calvin Oldham

Sage



Housekeeping

The image shows a mobile application interface for asking questions. The interface is titled "Questions" and features a sidebar with several icons. Four callout boxes with green borders and lines pointing to specific icons provide instructions:

- Your microphone is muted automatically**: Points to a microphone icon with a red slash through it.
- Send us your questions**: Points to a question mark icon.
- Download a handout**: Points to a document icon.
- Switch to full screen**: Points to a full screen icon.

The main content area of the app displays the text "Want answers?" with a dashed arrow pointing to a text input field labeled "Ask the staff a question". Below the input field is a blue "Send" button. The sidebar also includes an "Exit" button at the bottom.

Contents

Report Selections

What is a report selection and how to set them up?

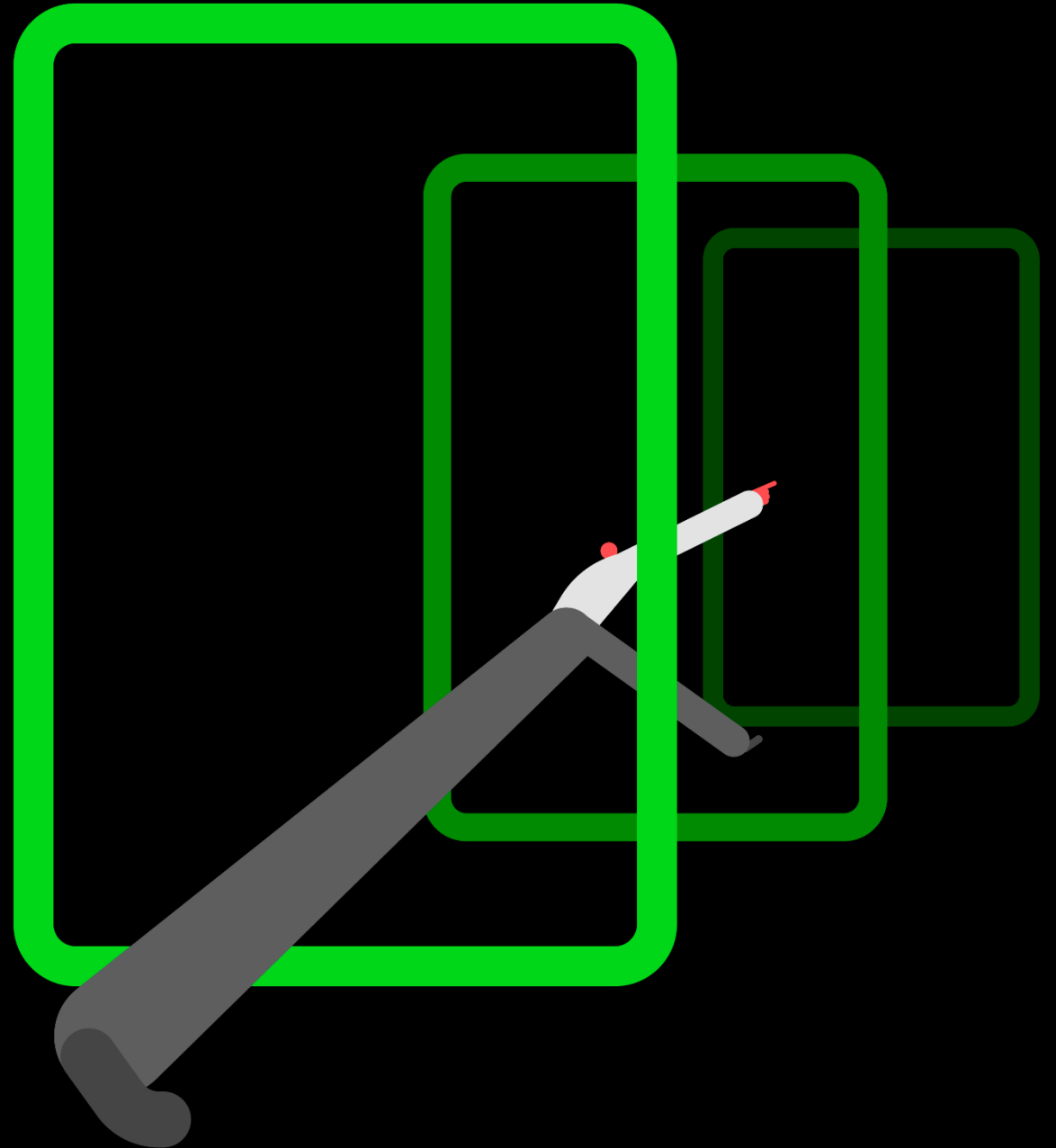
Custom Report Settings

What are custom report settings and how to use them ?

Quiz

Further support & Questions

Report Selections



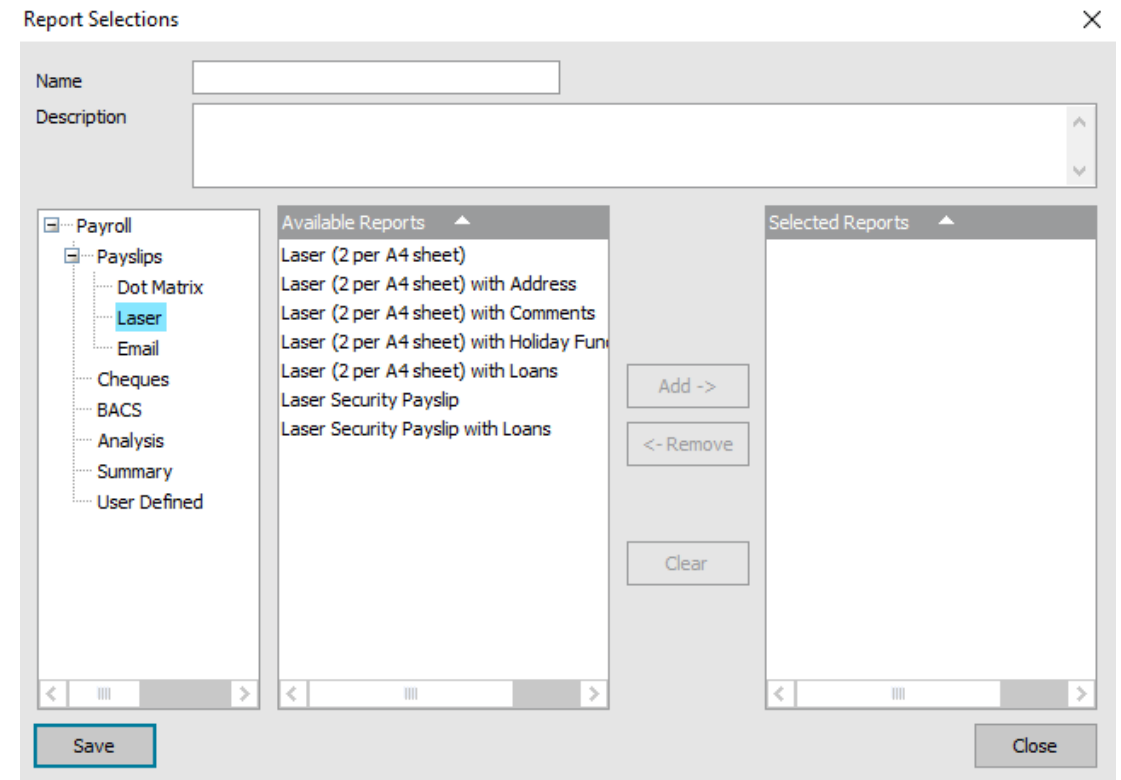
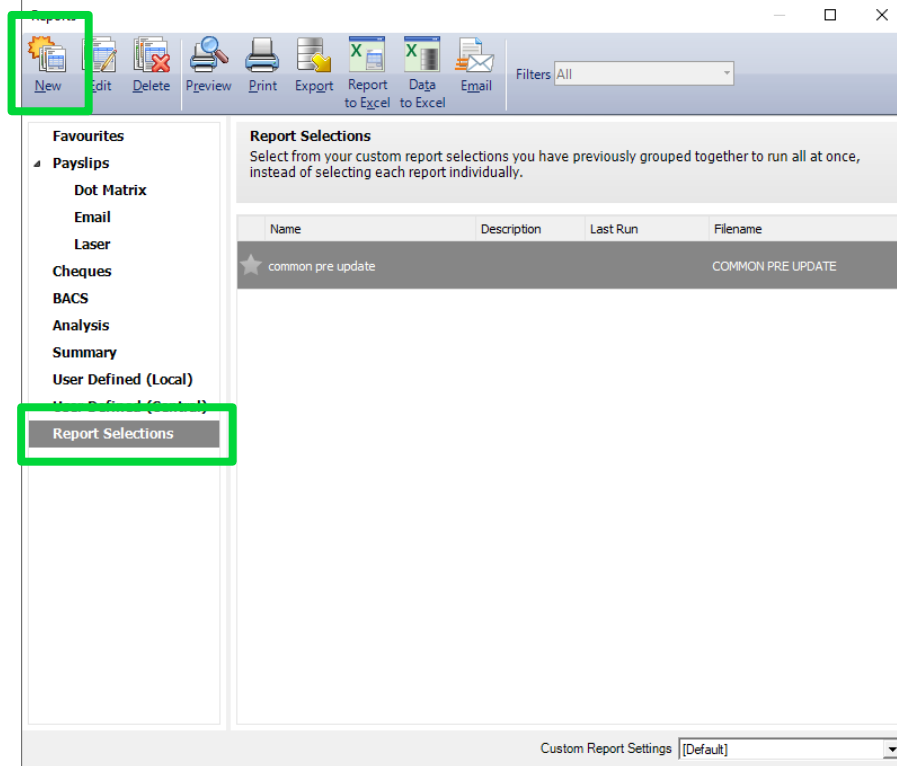
Report Selections – What is it?

- A report selection allows you to run multiple reports as one.
- You can fully customise the selection
- Print or save the file as one or as separate reports.



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112504445>

Report Selections – How to set up?



? More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112504445>

Custom Report Settings



Custom Report Settings – What is it?

- You can use the custom report settings to choose the order in which the individual elements appear on your reports, saving you the need to redesign the reports.
- Perfect to use if you have a lot of pay elements and departments.
- You can choose the order of up to 30 payments and deductions, 10 loans and 13 different types of attachments.



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112159769>

Custom Report Settings – How to set up?

Custom Report Settings

Current Custom Report Settings: floor staff

Ref	Description
0	[Default]
* 1	floor staff
2	back office

New Edit Delete

OK Cancel Help

Custom Reports

Details Payments Deductions Loans Attachments

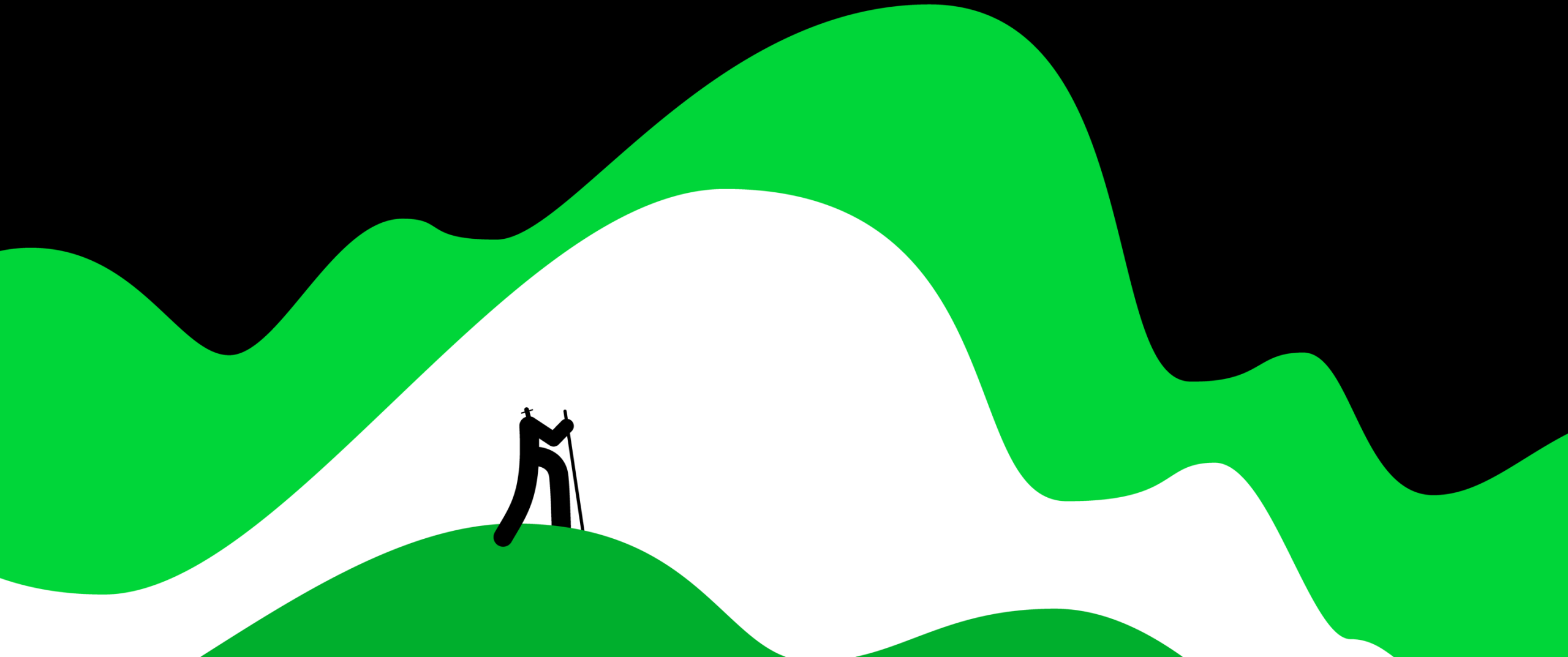
Index	Payment Type
1	
2	
3	
4	
5	
6	
7	

Default Clear

OK Cancel Help

? More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112159769>

Quiz



Question 1

Can you change the order the reports run in the report selections ?

Question 2

What appears on the report if you have a blank line in your custom report settings?

Question 3

How many payments and deductions can you add in custom report settings?

Further support.



Help Centre

www.sage.co.uk/help

- Search our knowledgebase
- Support guides
- Webinars
- Videos
- Get in touch

The screenshot shows the Sage Help Centre website. At the top, there is a navigation bar with the Sage logo and links for Help Centre, Products, Integrated Apps, Sage University, and Useful Links. Below this is a secondary navigation bar with links for Sage 50cloud Payroll, Hot topics, Manage your account, Free training, Sage City, and Webinars. The main header features the text "You need help. We have answers." and a search bar with the placeholder text "Search for answers...". To the right of the search bar is an illustration of a person sitting at a desk with a computer, with a large green book in the foreground. Below the header is a section titled "What do you need help with today?" which contains six cards with icons and titles: "Pensions", "Online Services", "Processing your payroll", "Correcting mistakes in payroll", "Payroll year end 2022", and "Statutory payments and holidays". Each card has a brief description and a right-pointing arrow. At the bottom of this section is a button labeled "View all support hubs". The footer of the page is dark and contains the Sage logo and links for Popular Products, Product Roadmaps, and Useful Links.

Sage University

www.sageu.com

- e-Learning
- Certification
- Bite-sized learning

A clear learning path to certification

Sage has designed learning paths to provide you with the knowledge and experience to help you learn all about Sage 50cloud Payroll. Each stage fully prepares you to pass the equivalent certification exam. Choose the topics you want to learn about and start your learning journey, or save money and buy the full bundle.

Get Started	Payroll Fundamentals
Payroll Basics	Stage 1: Setting Up Your Payroll
Fast Start 1: 'Get started with 50cloud Payroll'	Stage 2: Processing Payroll
Fast Start 2: 'Run your Payroll'	Stage 3: Statutory Payments, Holiday Schemes and Editing Payslips
	Automatic Enrolment with Payroll Pensions Module
	Sage Instant Payroll

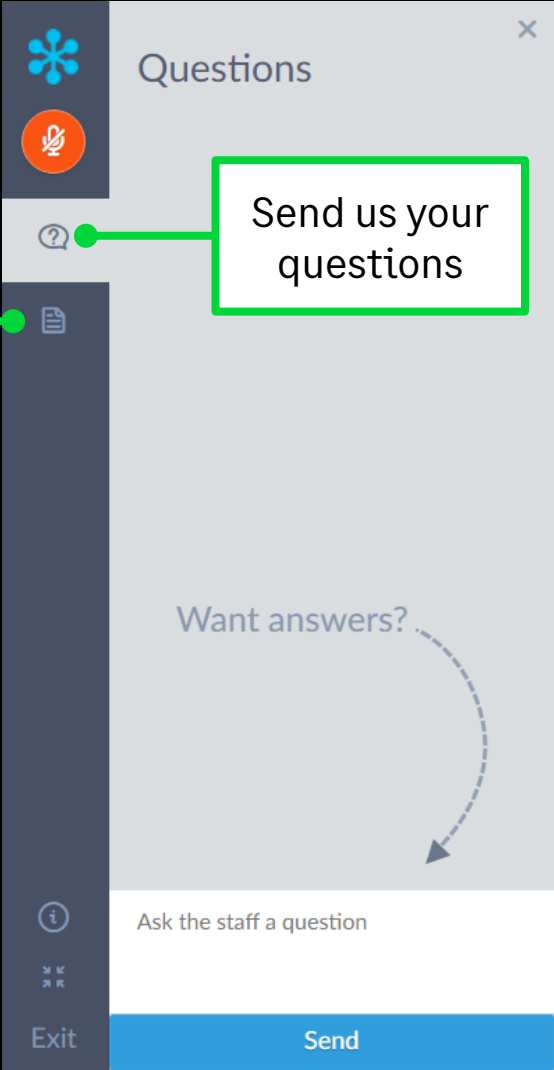
Certification	Bitesized Learning
Stage 1 Exam - Getting Started	New Sage Employee Verification
Stage 2 Exam - Entering day-to-day transactions	Setup Part 1: Legislation and Company Settings
Stage 3 Exam - Period end tasks, returns & reconciliations	Setup Part 2: Set up pay elements and employee records
	Processing Payroll
	Statutory Sick Pay (SSP)


Questions

Submit your questions in the Q&A now!

Download a handout

Send us your questions



 This part of the webinar has no sound.

Thank you!

