

Course Agenda

Report Designer – Beginner

Sage 300 CRE | Instructor: Sharon Ackerman

Course Overview

This 2-hour class is designed to provide you with a solid foundation in report designing skills, concepts, and terminology regarding Sage 300 CRE Report Designer. We will discuss data structure, how to get the information you want on your reports, how to access custom reports and basic editing of reports. You will be supplied with step-by-step instructions for each activity, sample reports to compare results, and additional practice exercises you can do on your own to reinforce learning.

Agenda

- **Report Navigation**
 - Finding, opening & re-saving your existing reports in your system
 - Anatomy of a Report
 - Field Selector
 - Print Controls
 - Report Sections
 - Adding a report to your menu and consistent naming convention
- **Creating and Modifying Reports**
 - Record Selection – Data Dictionary
 - Process record and sort order
 - Header details
 - Field insertion, formats
 - Clear, delete, move, slide, rows, columns
 - Line spacing, page breaks
 - Conditions
 - Totals