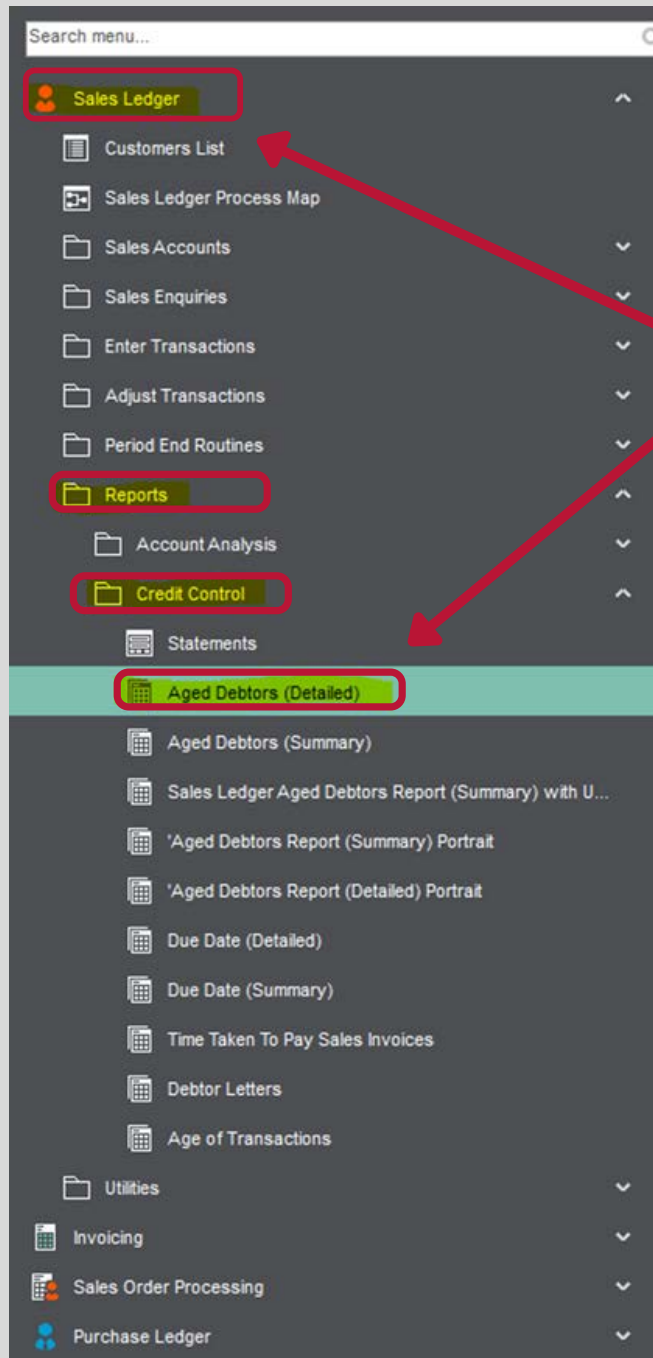




HOW TO SAVE CRITERIA FOR COMMONLY USED REPORTS IN SAGE 200

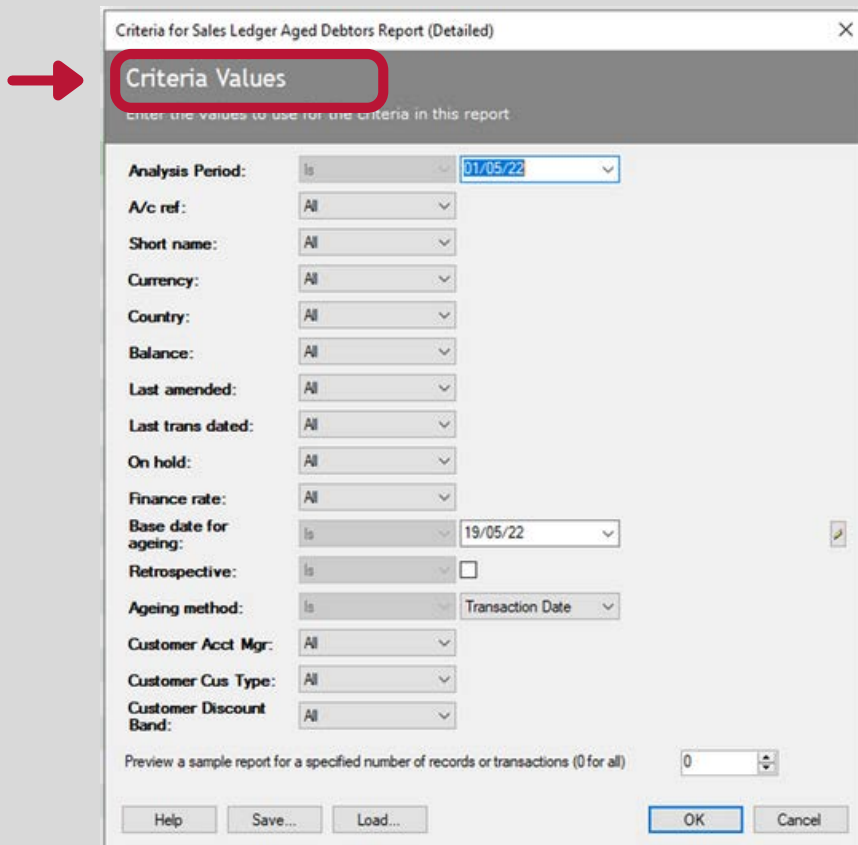
1



Locate the report you wish to open

In this case the 'Aged Debtors (Detailed)' report within the Sales Ledger

Open your chosen report and the 'Criteria' screen will appear



Criteria for Sales Ledger Aged Debtors Report (Detailed)

Criteria Values

Enter the values to use for the criteria in this report:

Analysis Period: Is 01/05/22

A/c ref: All

Short name: All

Currency: All

Country: All

Balance: All

Last amended: All

Last trans dated: All

On hold: All

Finance rate: All

Base date for ageing: Is 19/05/22

Retrospective: Is

Ageing method: Is Transaction Date

Customer Acct Mgr: All

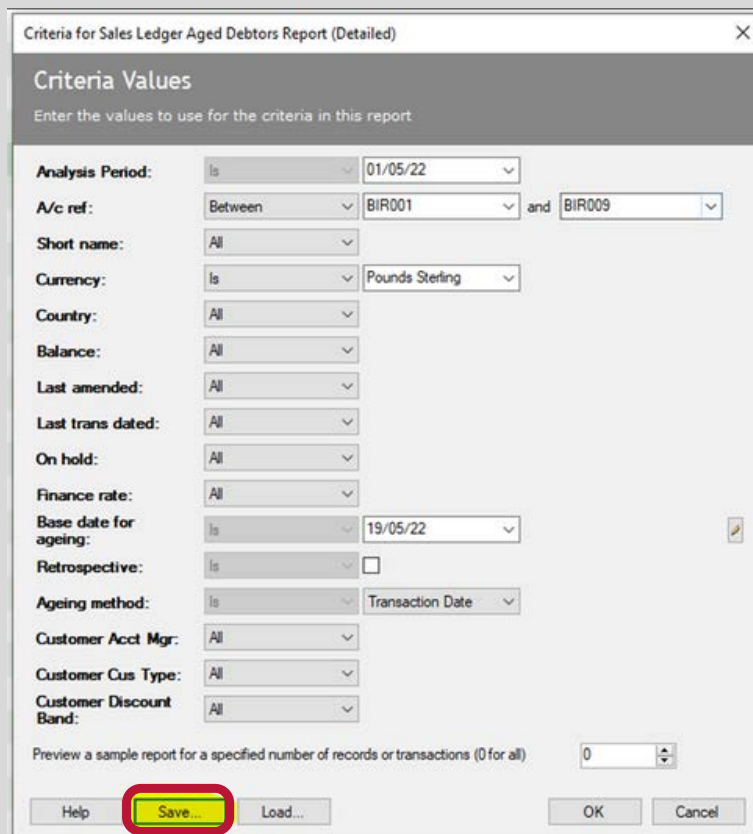
Customer Cus Type: All

Customer Discount Band: All

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help Save... Load... OK Cancel

Enter the required criteria for your selected report and save



Criteria for Sales Ledger Aged Debtors Report (Detailed)

Criteria Values

Enter the values to use for the criteria in this report:

Analysis Period: Is 01/05/22

A/c ref: Between BIR001 and BIR009

Short name: All

Currency: Is Pounds Sterling

Country: All

Balance: All

Last amended: All

Last trans dated: All

On hold: All

Finance rate: All

Base date for ageing: Is 19/05/22

Retrospective: Is

Ageing method: Is Transaction Date

Customer Acct Mgr: All

Customer Cus Type: All

Customer Discount Band: All

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help Save... Load... OK Cancel

3

Once saved, you are prompted to enter a name for the saved criteria
Enter the name which best describes the report criteria you have saved and click OK

Save Criteria

Enter a name for the saved criteria set

Existing criteria sets

Name Aged Debtors for BIR001 to BIR009 in Pound Sterling

OK Cancel

4

Click the 'Load' button (next to 'Save') to view your saved criteria

Criteria for Sales Ledger Aged Debtors Report (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Analysis Period: Is 01/12/18

A/c ref: All

Short name: All

Currency: All

Country: All

Balance: All

Last amended: All

Last trans: All

On hold: All

Finance rate: All

Base date for: Is 20/05/22

Retrospective: Is

Ageing method: Is Transaction Date

Customer Acct: All

Customer Cus: All

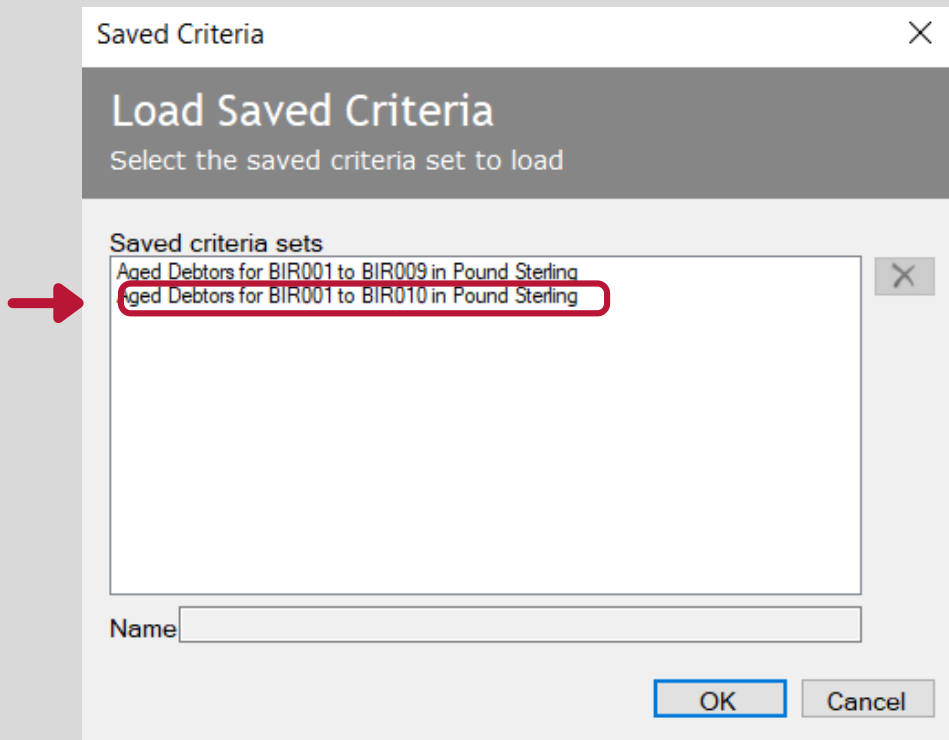
Customer: All

Preview a sample report for a specified number of records or transa(0 all)

Help Save... Load... OK Cancel

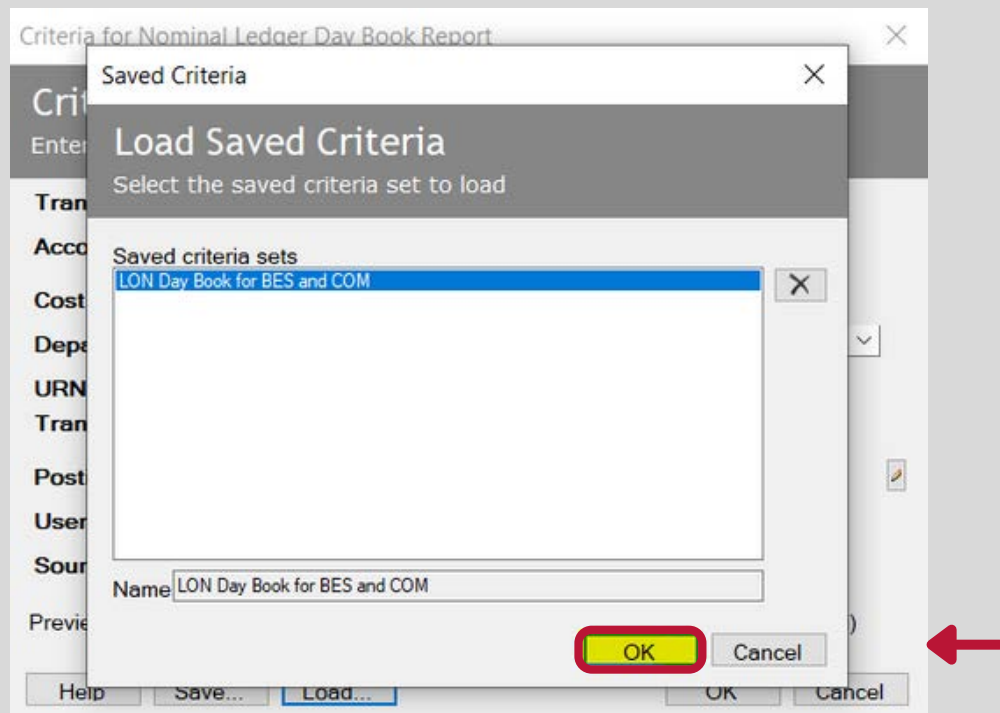
5

Here you will see a list of saved criteria



6

Select and click 'OK' to load the pre-defined criteria



This will bring up your saved criteria. Click 'OK' to view report

Criteria for Sales Ledger Aged Debtors Report (Detailed) X

Criteria Values
Enter the values to use for the criteria in this report

Analysis Period: Is

A/c ref: Between and

Short name: All

Currency: Is

Country: All

Balance: All

Last amended: All

Last trans: All

On hold: All

Finance rate: All

Base date for: Is

Retrospective: Is

Ageing method: Is

Customer Acct: All

Customer Cus: All

Customer: All

Preview a sample report for a specified number of records or trans all

Help Save... Load... **OK** Cancel

Sales Ledger Aged Debtors Report (Detailed) Date 19/05/2022
Time 13:19:28

Age Against: Transaction Date Ageing Date: 19/05/22 Retrospective: No

Account: BIR001 Quality Counts Kitchens Date Last Tran: 05/08/2021

Tran Type	Qty	Reference	Trans Date	Due Date	120 days +	90 days	60 days	30 days	Current	Total (Base)	Total (F/C)
Invoice		000004479	06/08/2021	05/09/2021	931.29					931.29	
Invoice		000004481	06/08/2021	05/09/2021	1978.36					1978.36	
Invoice		000004648	13/08/2021	12/09/2021	552.54					552.54	
Invoice		000004650	13/08/2021	12/09/2021	5166.38					5166.38	
Invoice		000004687	20/08/2021	19/09/2021	552.07					552.07	
Invoice		000004735	27/08/2021	26/09/2021	2715.03					2715.03	
Invoice		000004789	03/09/2021	03/10/2021	2160.15					2160.15	
Invoice		000004793	03/09/2021	03/10/2021	64.37					64.37	
Invoice		000004868	10/09/2021	10/10/2021	4954.20					4954.20	
Invoice		000004873	10/09/2021	10/10/2021	2684.36					2684.36	
Invoice		000004963	24/09/2021	24/10/2021	941.16					941.16	
Invoice		000004973	24/09/2021	24/10/2021	2227.70					2227.70	
Invoice		000004975	24/09/2021	24/10/2021	3039.64					3039.64	
Invoice		000005039	01/10/2021	31/10/2021	50.57					50.57	
Terms 30 Days From document date Totals for account : BIR001					28017.82					28017.82	

Account: BIR002 Cook's Cookers Company Date Last Tran: 05/08/2021

Tran Type	Qty	Reference	Trans Date	Due Date	120 days +	90 days	60 days	30 days	Current	Total (Base)	Total (F/C)
Invoice		000004700	20/08/2021	19/09/2021	237.88					237.88	
Invoice		000004734	27/08/2021	26/09/2021	117.06					117.06	
Invoice		000004741	27/08/2021	26/09/2021	7161.12					7161.12	
Invoice		000004742	27/08/2021	26/09/2021	4402.84					4402.84	
Invoice		000004743	27/08/2021	26/09/2021	1849.24					1849.24	
Invoice		000004744	27/08/2021	26/09/2021	4565.41					4565.41	
Invoice		000004787	03/09/2021	03/10/2021	650.99					650.99	
Invoice		000004865	10/09/2021	10/10/2021	1978.26					1978.26	
Invoice		000004874	10/09/2021	10/10/2021	2727.09					2727.09	

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