

Form Design and Report Writing with Sage Master Builder

Hands-on Workshop

Presented by

Logical Construction Concepts

**Your Sage Master Builder
Business Partner**



What you will learn:

Form Design

- Modifying Existing Forms
- Creating a Form from Scratch
- How Form Design and Report Writer work together
- Adding and manipulating “boiler plate” text
- Copying text from Word and Excel to your form
- Adding and formatting Master Builder data that “falls” on the forms
- What data is available for your form
- Adding and formatting calculated fields
- Adding and formatting boxes, lines, and graphics
- Adding/manipulating page breaks and Proper naming of forms

Report Writer

- Modify existing and system reports
- Which system reports are modifiable
- Proper naming of reports for easy access
- Creating a Report from scratch using the Wizard
- Adding and manipulating Master Builder fields
- What data is available for the report
- Grouping and subtotaling of numeric fields
- Using calculated fields
- Adding lines and boxes
- Adding and manipulating page breaks
- Exporting data to Word and Excel

Make the most of Master Builder’s ability to produce the documents and forms you use everyday!

Your Instructors:

JIM CUMMING has 10 years hands-on experience with Master Builder and has been a Sage Master Trainer for the last 6 years.

DONNA LUCAS has 25 years hands-on experience with the system and has also been a Master Trainer for the last 6 years.

Limited Seating! – Please respond promptly

866 522-8668

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