

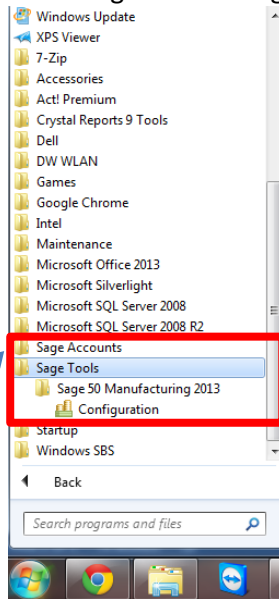
# Sage 50 Manufacturing

## How to add Custom reports and layouts



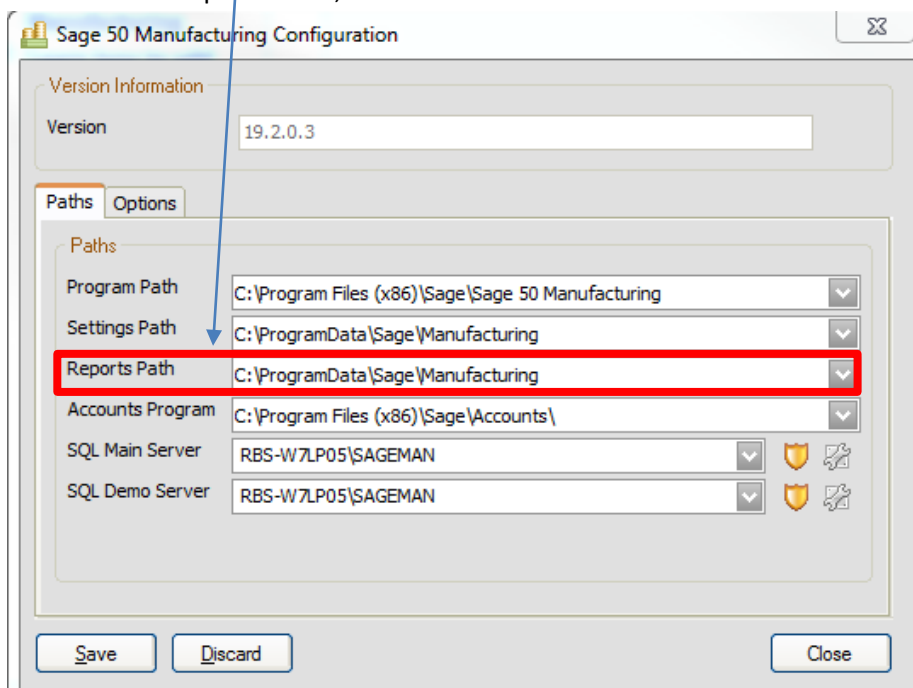
How to I find the Manufacturing report folders?

- Open the sage 50 Manufacturing configuration manager;
- This is found at Start> All Programmes> Sage Tools> Sage Manufacturing;

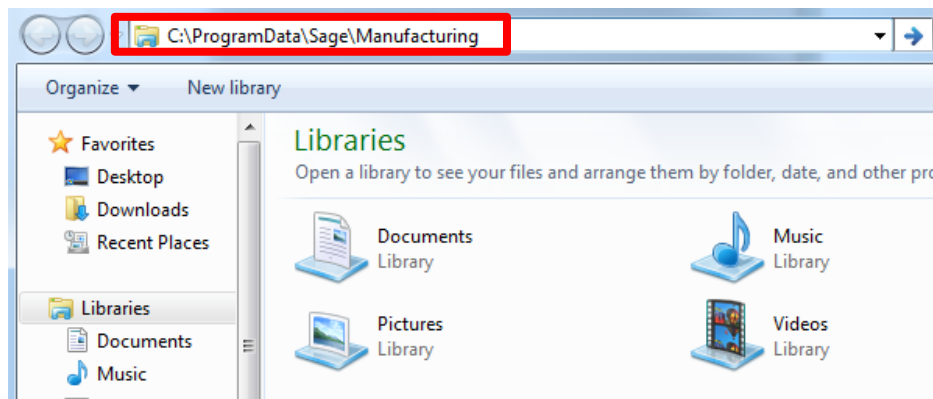


- Learn where the folders are located for reports
- Learn where the folders are located for layouts
- Learn how to add custom built reports and layouts into Sage 50 Manufacturing

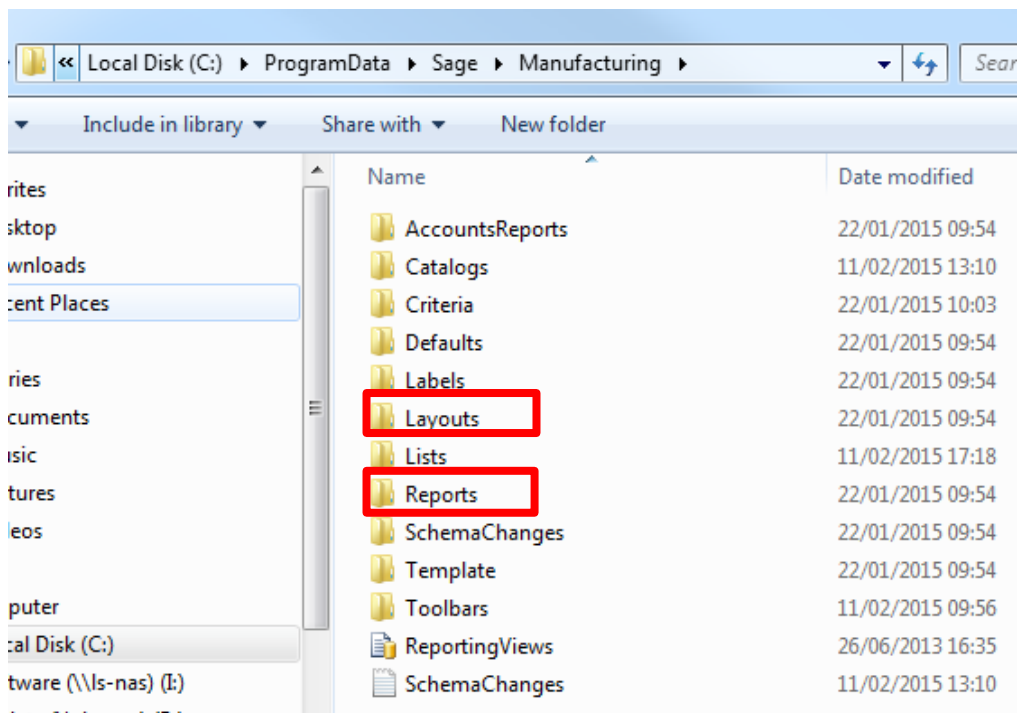
- Look for the "Report Path" ;




- Note this is the path to sage reports on **your** PC only, and adding reports in here will only allow **you** will see them!
- To allow all users to have access to the report it must be placed on the server.
- Now copy and paste the path into the “Windows Explorer” bar and press “Enter”;



- This will take you to your Sage 50 Manufacturing settings path;



- Here you will find the “reports” and “Layouts” folders;
- Copy your bespoke reports and/or layouts to their respective folders and they will be available to access on your machine in sage 50 manufacturing;
- If you are using custom documents (Such as Picking Lists, Job sheets, Route Cards, and Operation cards) and they are located on the server then in order to use them you need to point Sage 50 Manufacturing towards them;
  - To do this in Sage 50 Manufacturing click: Tools-> Options-> Reports;
  - Find the report type and then click in the “filename” box directly next to it and select the down arrow  ;
  - Find and locate the report/layout you would like to add and click “Ok” .

For further information or a demonstration please contact Red Business Systems  
[www.redbusinesssystems.com](http://www.redbusinesssystems.com) . Tel 01242 516885.