

Amending printer settings on Sage 200 reports v2013+ Sage 200 Help Sheet







How to amend printer settings on Sage 200 reports v2013+

From within Sage 200 select Report Designer from the list of modules.



• And then select the Report Designer from the menu options.







Report Designer will open separately from Sage 200.



From the list of folders expand the default folder, then reports, and the module where the report is that you want to amend.







Find the report from the list and double click on it to open.

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	Maximum Payments Report
	Purchase Ledger Account Details Report
	Purchase Ledger Account Update Report
	Purchase Ledger Account Update Report (Invalid)
	Purchase Ledger Aged Creditors Report (Detailed)
	Purchase Ledger Aged Creditors Report (Summary)
	Durchase Ledger Day Rook Report

The properties pane should open on the right hand side of the report.







Scroll down the Properties pane to find the section **Printing**.



• Change the Save Printer Settings from True to False by clicking on the drop down.



Save the report by selecting File, Save As. You will be taken to the custom\reports folder.

	Save As			x
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Sage 200 will not allow you to save and overwrite the default reports.





Browse to the module folder and double click.

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• Remove the Copy of from the filename.

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File name:	Copy of Purchase Ledger Aged Creditors Report (Detailed)	~
Save as type:	Report Files (*.report)	~
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	✓ < III	>
File name:	Purchase Ledger Aged Creditors Report (Detailed)	~
Save as type:	Report Files (*.report)	~
Hide Folders	Save Cancel	

• And then click Save. The report will now use the Windows default printer for each user.

