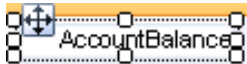# Applying conditional formatting to a variable

- Open the Sales Ledger Account Details report.

- Within the Details section, select the variable to which you want to apply conditional formatting to.

- For this example select *SLCustomerAccounts.AccountBalance*.

  AccountBalance

- From the Properties pane, select **Conditional Formatting** then click the finder button ⌐.

The Conditional Formatting window appears displaying the Filter and Properties tabs.
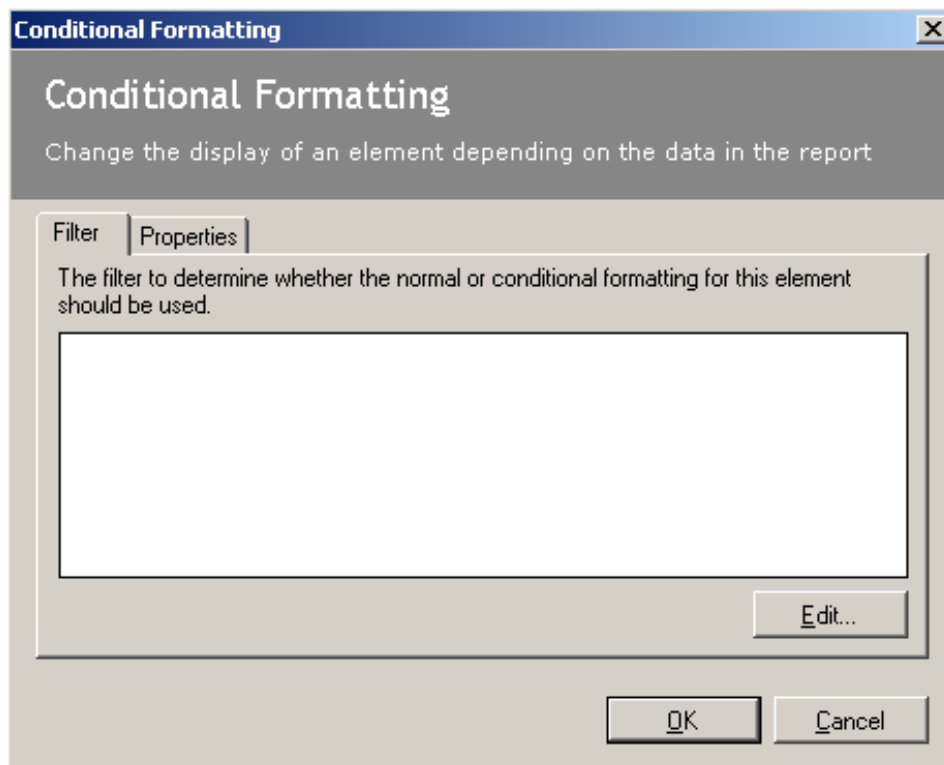
The Filter tab allows us to apply the filter on which to base the condition. The Properties tab allows us to specify the effects of this condition.
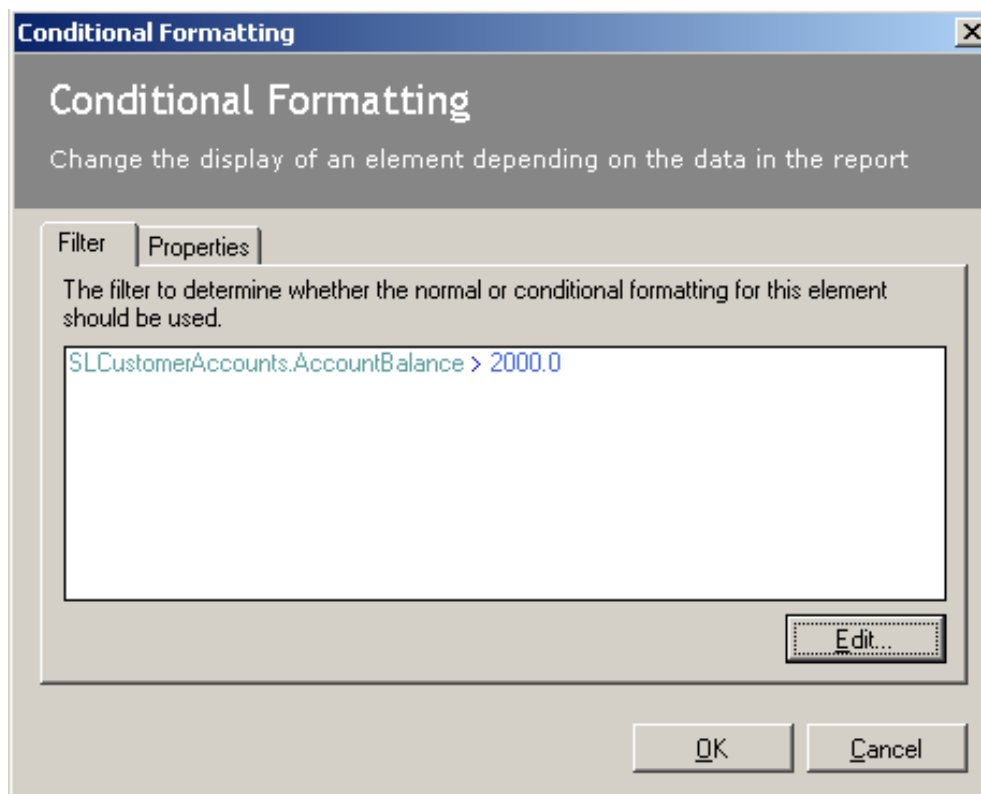
- From the Filter tab, click **Edit**, then enter the filter as below.
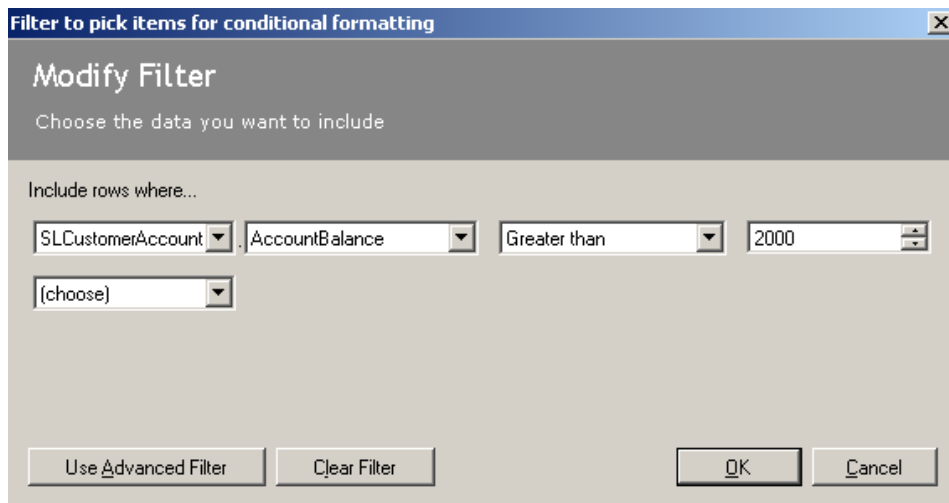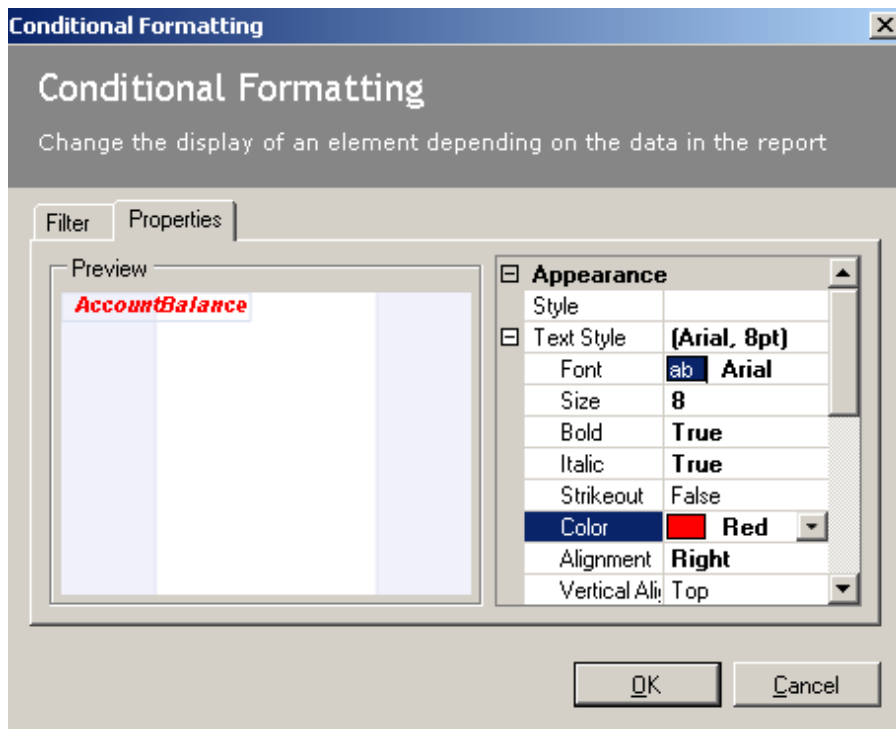

NB. You are able to use the Advanced Filter option to create your filter, if required.

- Select **Ok**, the filter appears in the Filter tab.

- Select the Properties tab, and set the properties as below.

.

The preview pane indicates how the object appears when the condition is met.

We have told the *SLCustomerAccounts.AccountBalance* variable to show in **Bold**, *Italic* and Red text if the Account Balance is more than £2000.00.

- To save the conditional formatting, click **OK**.

You are returned to the Report Designer window. The Properties pane, for the *SLCustomerAccounts.AccountBalance*, displays the coding for your created condition.

- **Preview** the report

NB. You cannot apply conditional formatting based on any variable which has its function set to Sum, for example group totals or report totals.
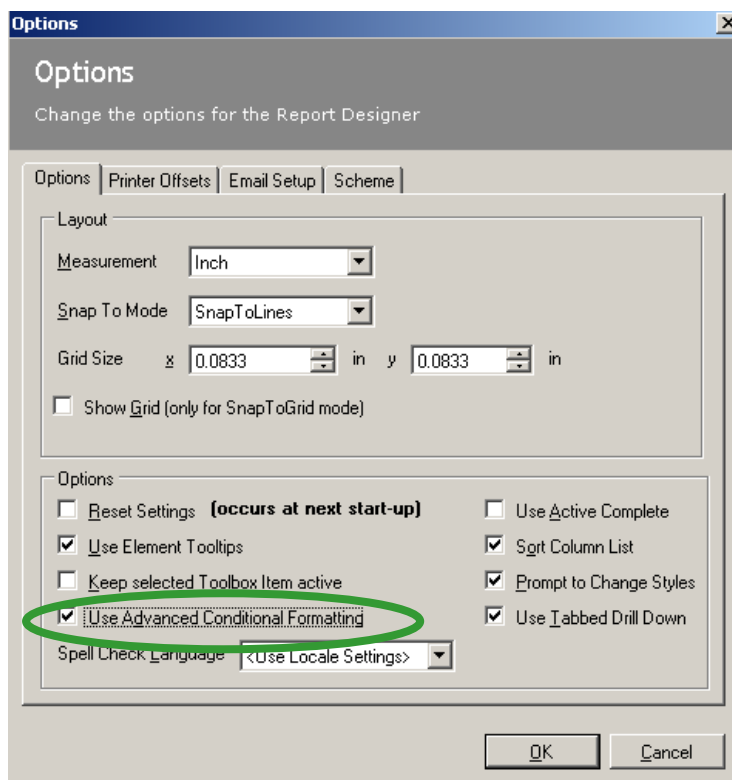
Advanced conditional formatting

Conditional formatting in the Sage 200 Report Designer can be either basic or advanced. The Advanced option allows multiple conditions with the use of the Else command. *For example you could say to make a variable Red if X or Green if Y.*

NB. By default only basic formatting is enabled

- If it isn't open from above, open the Sales Ledger Account Details report.

- Select **Tools > Options.**

The Options window appears.

- From the Options tab, select **'Use Advanced Conditional Formatting'**

- Click **OK**.

- Within the Details section, select the variable to which you want to apply the conditional formatting.

- For this example select *SLCustomerAccounts.AccountBalance*.

- From the Properties pane, select **Conditional Formatting** then click the finder button.

Rather than the Conditional Formatting window the Expression Editor is opened.

(If the above Conditional Formatting was saved the window will display the expression for this, otherwise the screen will be blank)
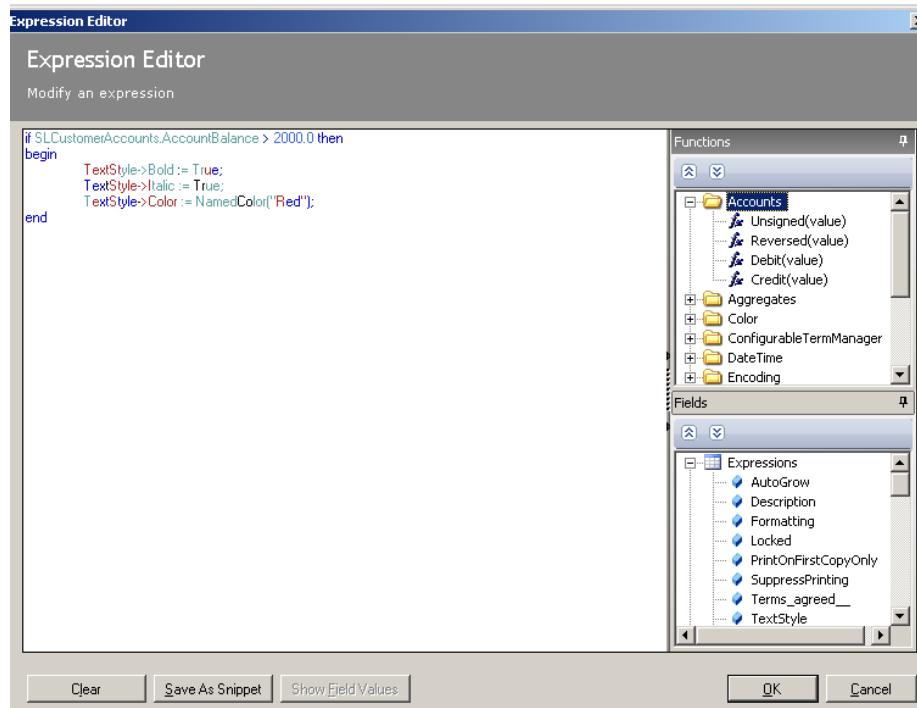
- Enter the following expression below:
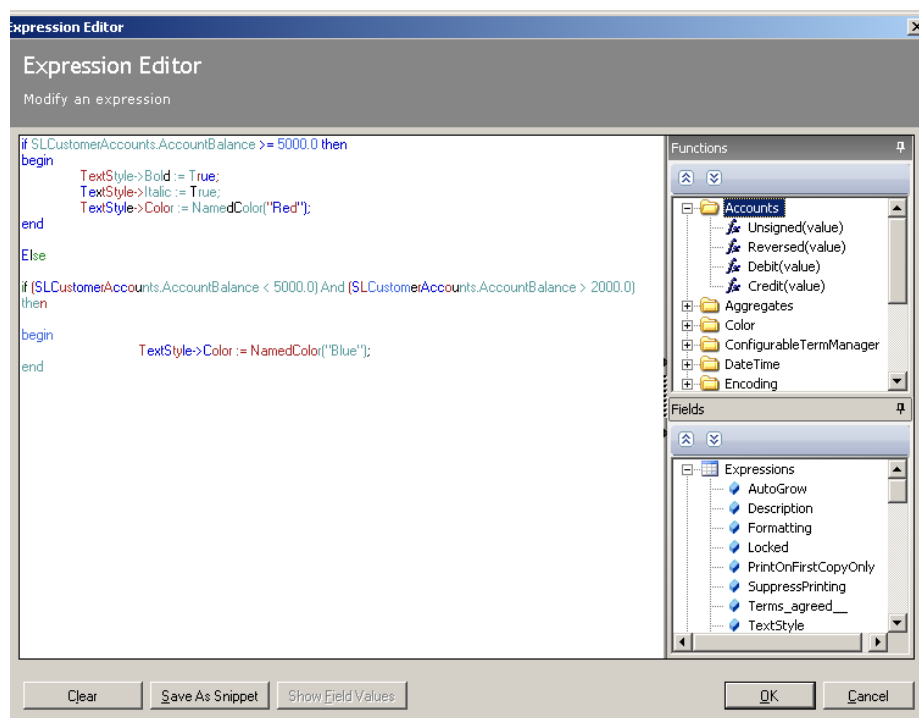
- Click **Ok** to save and return to the Report Designer Window.

We have told the *SLCustomerAccounts.AccountBalance* variable to show in **Bold**, *Italic* and Red text if the Account Balance is £5000.00 or more, show in Blue text if the Account Balance is between £2000.00 and £5000.00, otherwise show as normal.

- **Preview** the report