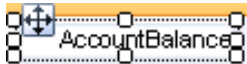


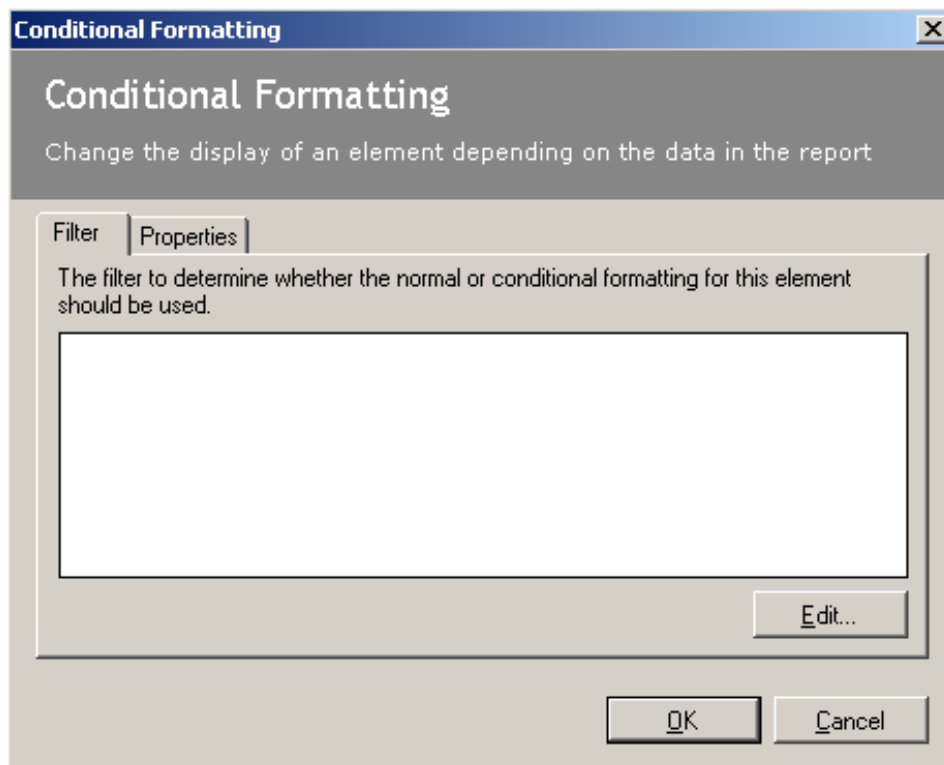
Applying conditional formatting to a variable

- 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*.



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

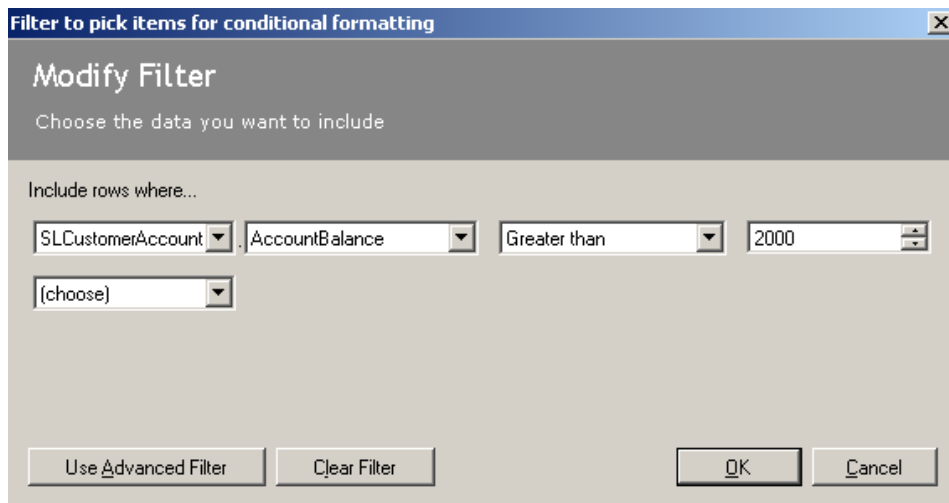
The Conditional Formatting window appears displaying the Filter and Properties tabs.



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.

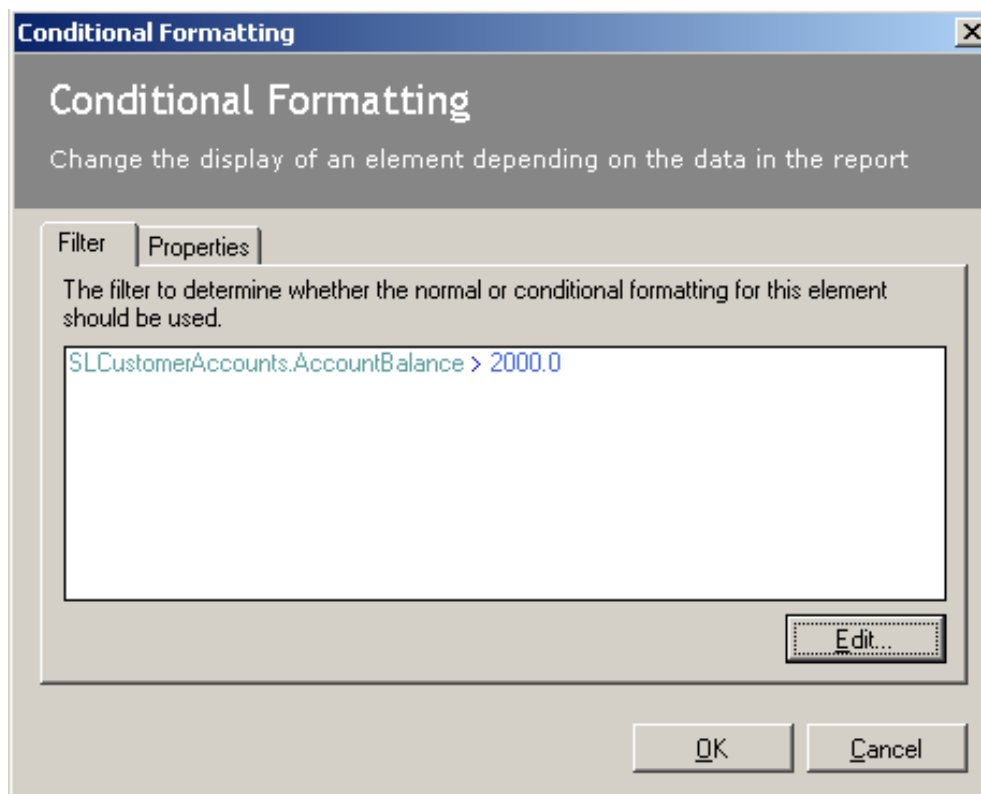


- From the Filter tab, click **Edit**, then enter the filter as below.



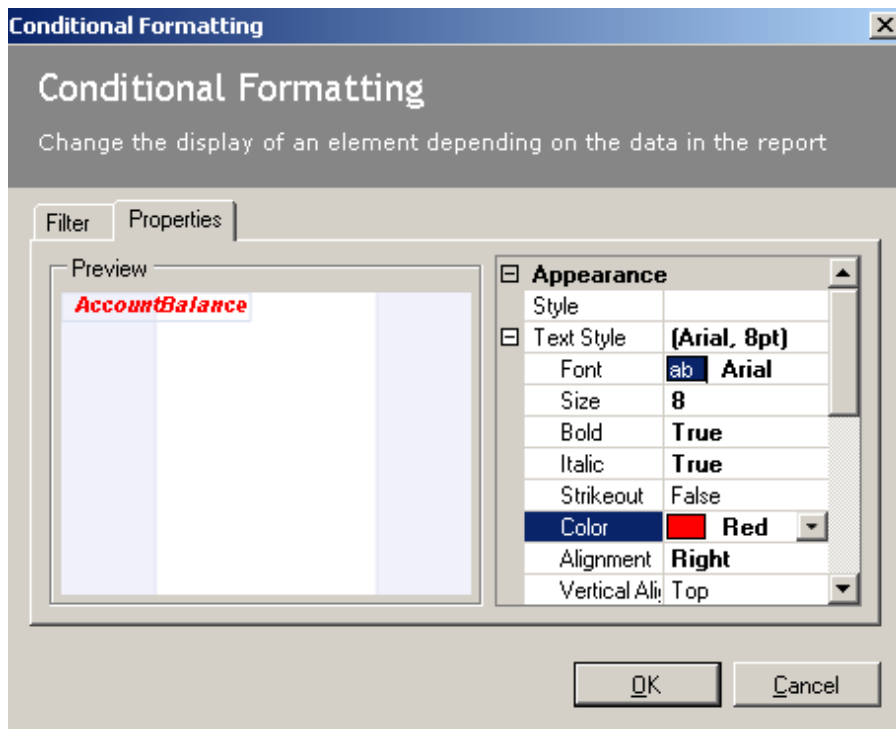
NB. You are able to use the Advanced Filter option to create your filter, if required.

- 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

Account KIT001 Kitchen Kitchen Refit Specialists Ltd 234 Crwys Way Rumney Cardiff Glamorgan CF3 5SC	Contact : Ann Jardin Phone : 44 029 2379 0111 Fax : 44 029 2378 0934 Terms : 30 Days From end of month VAT Details : GB Currency : £ Default Nominal Account : 31100 Cost Centre : SAL Department : COM Trading Terms : Credit Reference : Credit Bureau : Credit Position : Average Time To Pay : 0 Days	Last Trans Dated : 16/01/2011 Date A/C Last Amended : 18/04/2010 Account Type : Open Item 138 1265 95 Pounds Sterling Customer Discount Group : Order Value Discount : Order Value Discount Price Band : Standard	Order Priority : C Current Balance : 0.00 Credit Limit : 20000.00 Turnover MTD : 0.00 Discount % : 0.00 Discount Days : 0 Line Discount % : 0.00 Invoice Discount % : 0.00 Account Opened : Last Credit Review : Next Credit Review : Application Date : Date Received :
Account KIT002 Kitsch Kitsch Kitchens The Refit Centre Alport Road	Contact : Jane Taylor Phone : 44 0151 900 9000 Fax : 44 0151 900 6797 Terms : 0 Days From start of month VAT Details : GB Currency : £	Last Trans Dated : 31/08/2011 Date A/C Last Amended : 20/07/2011 Account Type : Open Item 145 1353 43 Pounds Sterling Use as SOP default : No	Order Priority : B Current Balance : 5939.63 Credit Limit : 20000.00 Turnover MTD : 0.00 Discount % : 0.00 Discount Days : 0

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

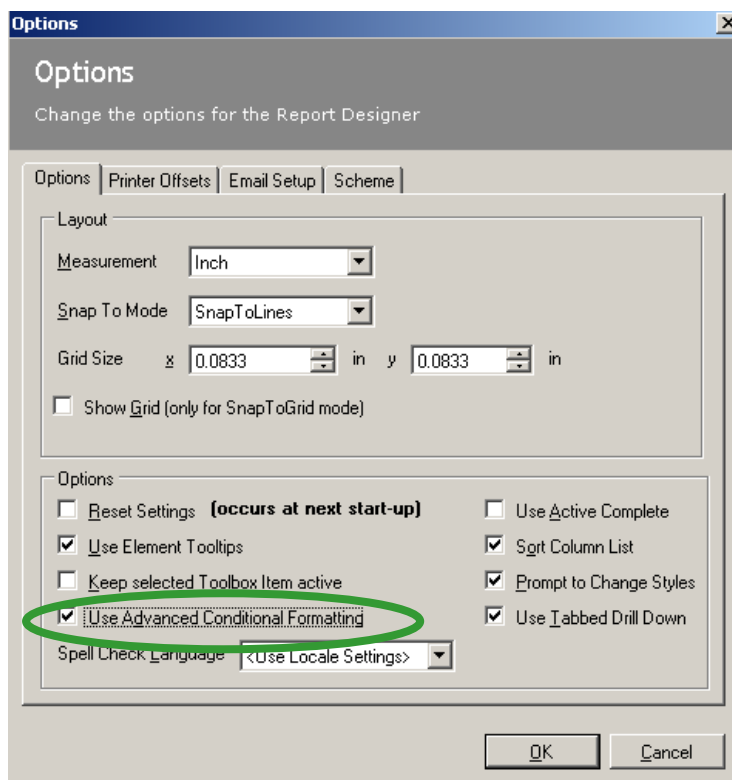
Advanced conditional formatting

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.

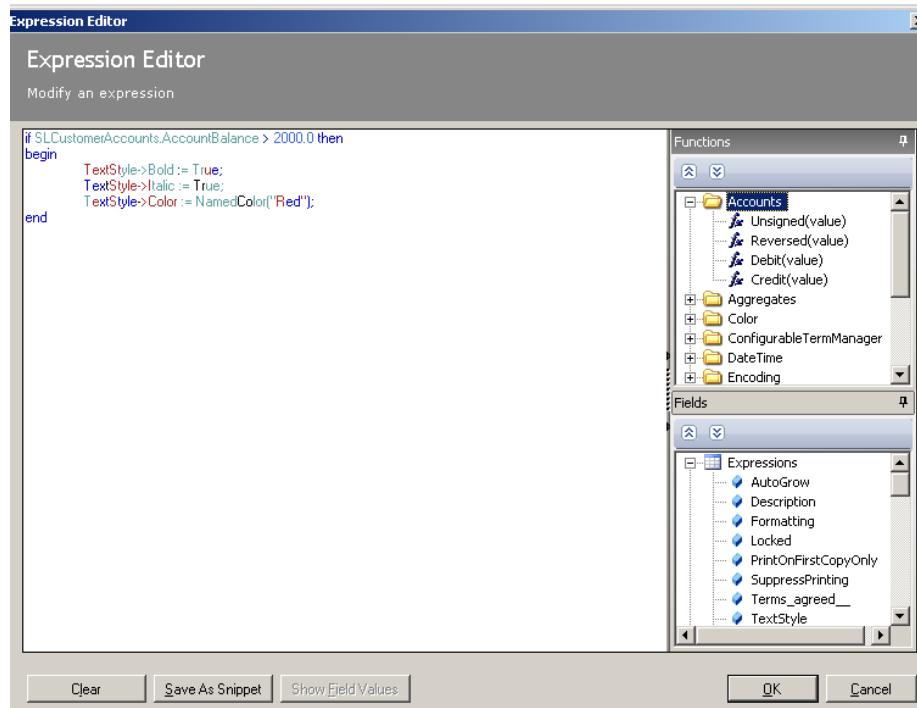


- From the Options tab, select '**Use Advanced Conditional Formatting**'
- Click **OK**.
- Within the Details section, select the variable to which you want to apply the conditional formatting.
- For this example select *SLCustomerAccounts.AccountBalance*.

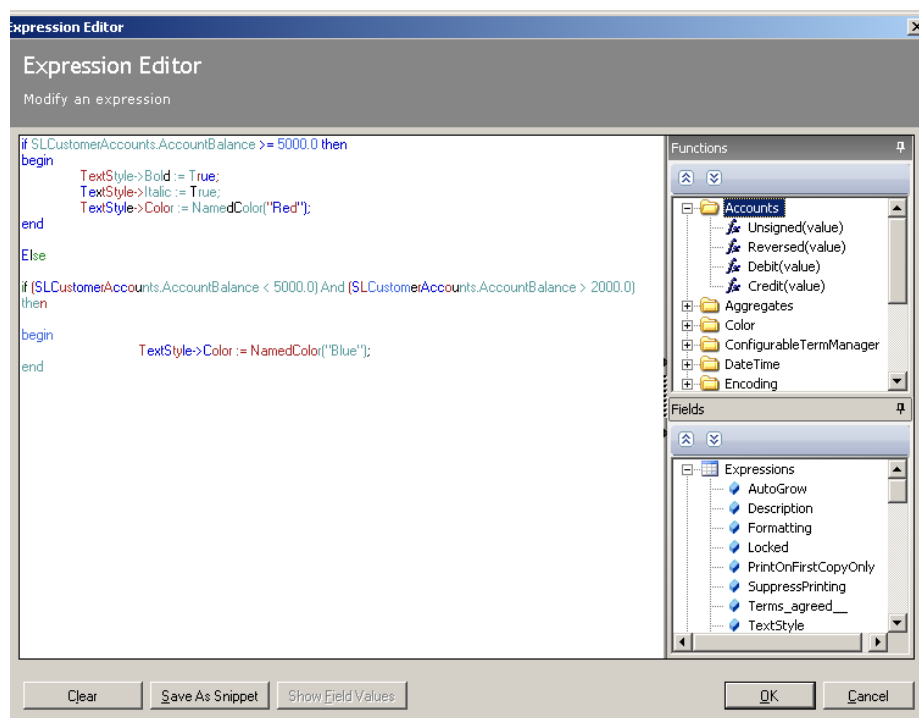
- From the Properties pane, select **Conditional Formatting** then click the finder button .

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

Sales Ledger Account Details Report						Date	21/05/2012
						Time	14:21:39
Account ABB001 Abbey Abbey Retail Ltd 16 Church Lane Lochside Edinburgh Midlothian EH12 1WE	Contact :Andrew Lowe Phone : 44 0131 621 9900 Fax : 44 0131 621 9855 Terms : 30 Days From document date VAT Details : GB Currency : £ Default Nominal Account : 31100 Cost Centre : SAL Department : BES	Last Trans Dated : 20/04/2012 Date A/C Last Amended : 20/04/2012 Account Type : Open Item 612 5749 32 Pounds Sterling Customer Discount Group : CustDiscGrp ABB001 Order Value Discount : Order Value Discount Price Band : Standard	Order Priority : A Use as SOP default : No	Current Balance : 8746.64 Credit Limit : 200000.00 Turnover MTD : 0.00 Discount % : 0.50 Discount Days : 15 Line Discount % : 0.00 Invoice Discount % : 0.00			
Account BET001 Belter Belter Kitchens 212 Westerfield Road Cheney Manor Swindon Wilts SN6 2DS	Contact :Brian Lynch Phone : 44 01793 992345 Fax : 44 01793 992344 Terms : 30 Days From document date VAT Details : GB Currency : £ Default Nominal Account : 31100 Cost Centre : SAL Department : COM	Last Trans Dated : 13/11/2013 Date A/C Last Amended : 03/02/2014 Account Type : Open Item 673 6324 74 Pounds Sterling Customer Discount Group : CustDiscGrp BET001 Order Value Discount : Order Value Discount Price Band : Standard	Order Priority : A Use as SOP default : No	Current Balance : 3426.20 Credit Limit : 500000.00 Turnover MTD : 0.00 Discount % : 0.00 Discount Days : 0 Line Discount % : 0.00 Invoice Discount % : 0.00			
Account CASH01 CASH SAL CASH SALE ACCOUNT	Contact :Accounts Phone : Fax : Terms : 30 Days From document date VAT Details : GR	Last Trans Dated : 31/08/2011 Date A/C Last Amended : 20/07/2011 Account Type : Open Item	Order Priority : Use as SOP default : No	Current Balance : 0.00 Credit Limit : 0.00 Turnover MTD : 0.00 Discount % : 2.50			