

# Sage 100 Tech Tuesday – Did You Know!

## Select Background Color for each Company:

Click on Library Master -> Main -> Company Maintenance. Click on the Theme Tab.

The screenshot shows the 'Company Maintenance (DMO) 9/6/2016' window. The 'Theme' tab is highlighted with a red box. The window contains fields for Company Code (DMD), Company Name (Demo Company), and various contact and identification details. Below these is a table of 'Activated Modules' with columns for 'Module' and 'Data Level'. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', and a help icon.

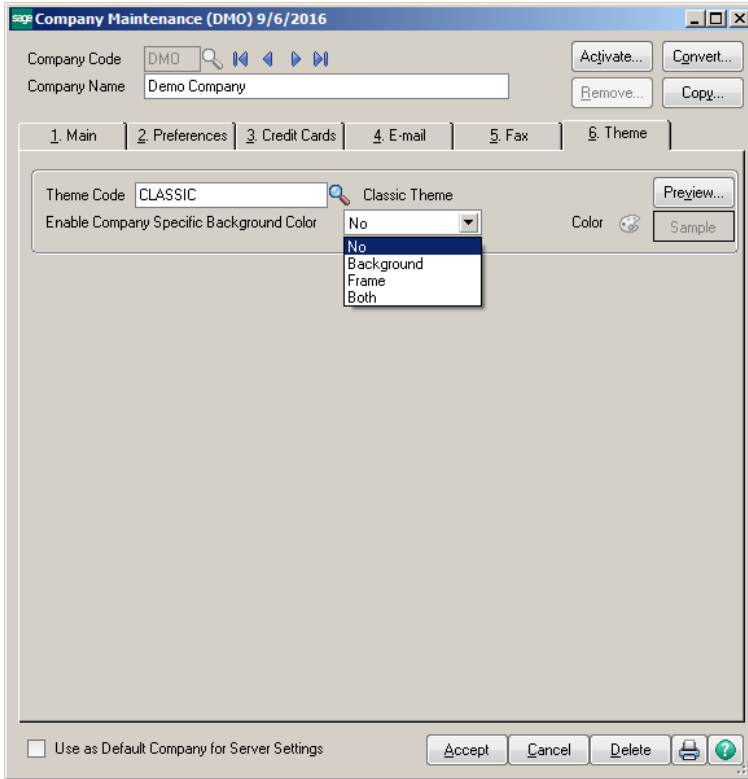
Module	Data Level
Accounts Payable	5.30
Accounts Receivable	5.30
Bank Reconciliation	5.30
Common Information	5.30
General Ledger	5.30
Inventory Management	5.30
eBusiness Manager	5.30
Purchase Order	5.30
Payroll	5.30

Click the magnifying glass at the 'Theme Code' field and select CLASSIC.

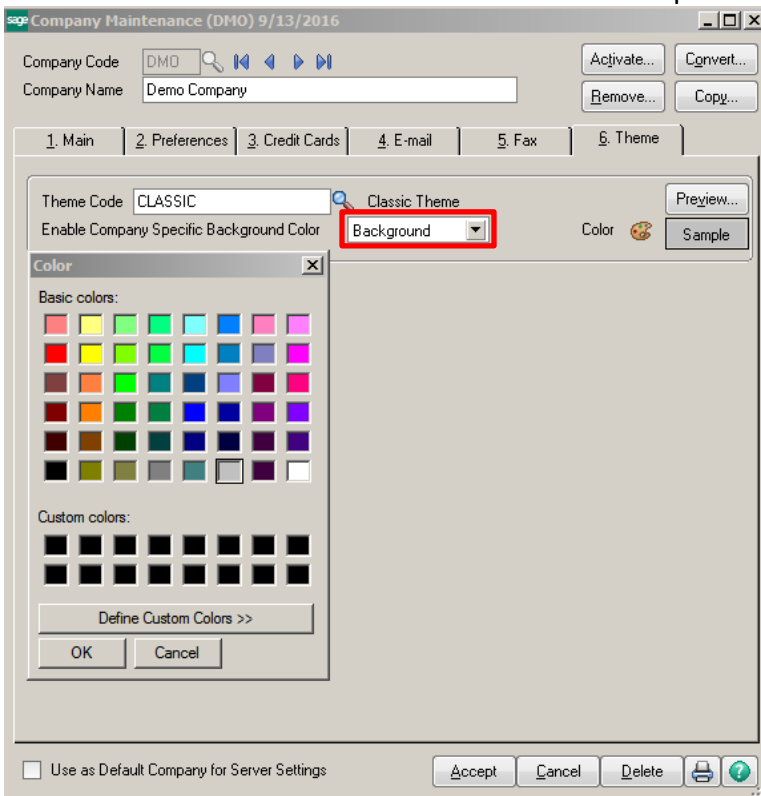
The screenshot shows the 'Company Maintenance (DMO) 9/6/2016' window with the 'Theme' tab selected. A 'Theme List' dialog box is open, displaying a list of themes. The 'Theme Code' field in the dialog is highlighted, and the 'CLASSIC' theme is selected. The dialog also includes a search field and a 'Find' button.

Theme Code	Description
CLASSIC	Classic Theme
STANDARD	Standard Blue Theme
STANDARD-GREEN	Standard Green Theme

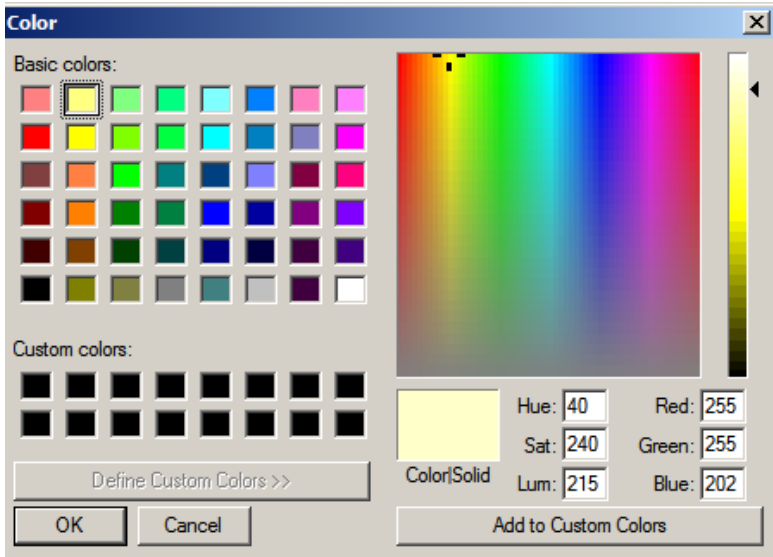
Click the down arrow at the 'Enable Company Specific Background Color' field. Select the option to set the background color for the Background, Frame or Both.



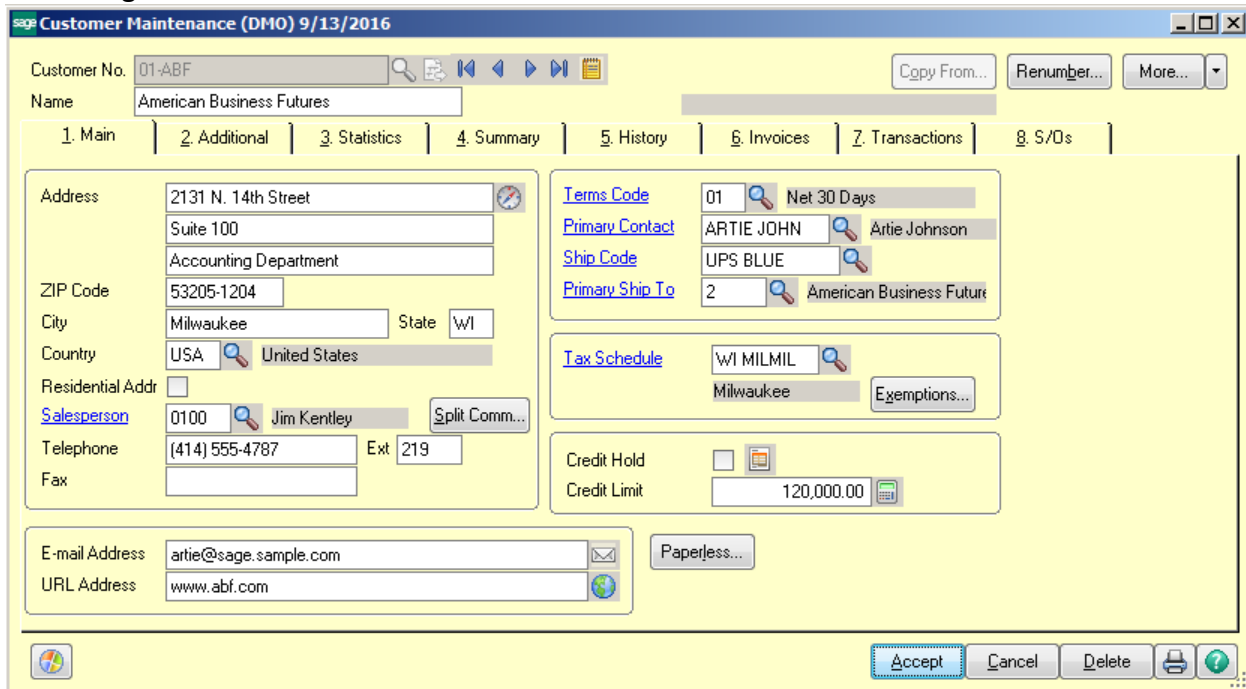
Choose 'Background' to change the background of the Window. Then click the color pallet button and select a color. Click Ok. Then click Accept.



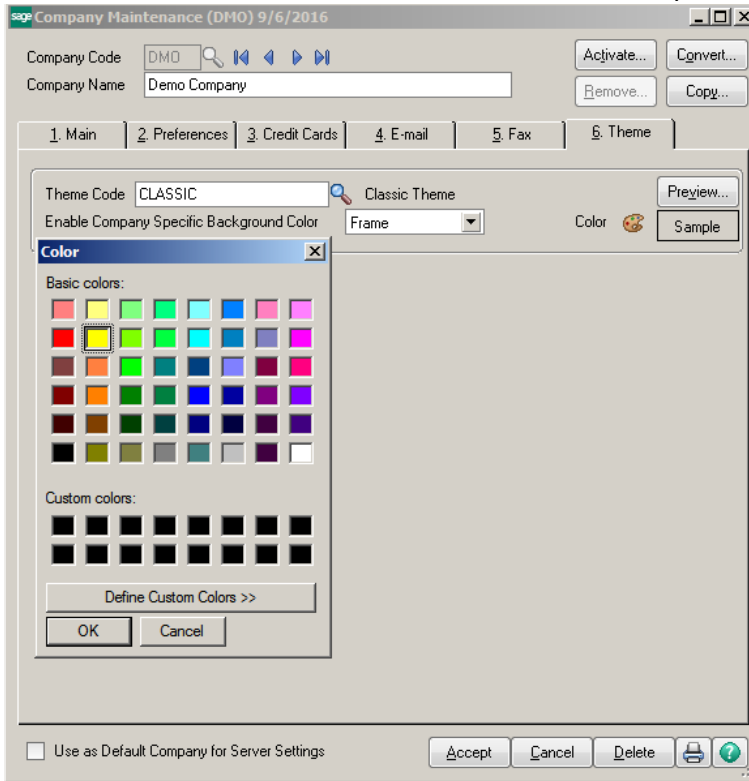
Click the 'Define Custom Colors' button for more color options. Select a color in the 'Basic color' box. You can move the bar on the right to lighten or darken your selection. Click OK. Then click Accept.



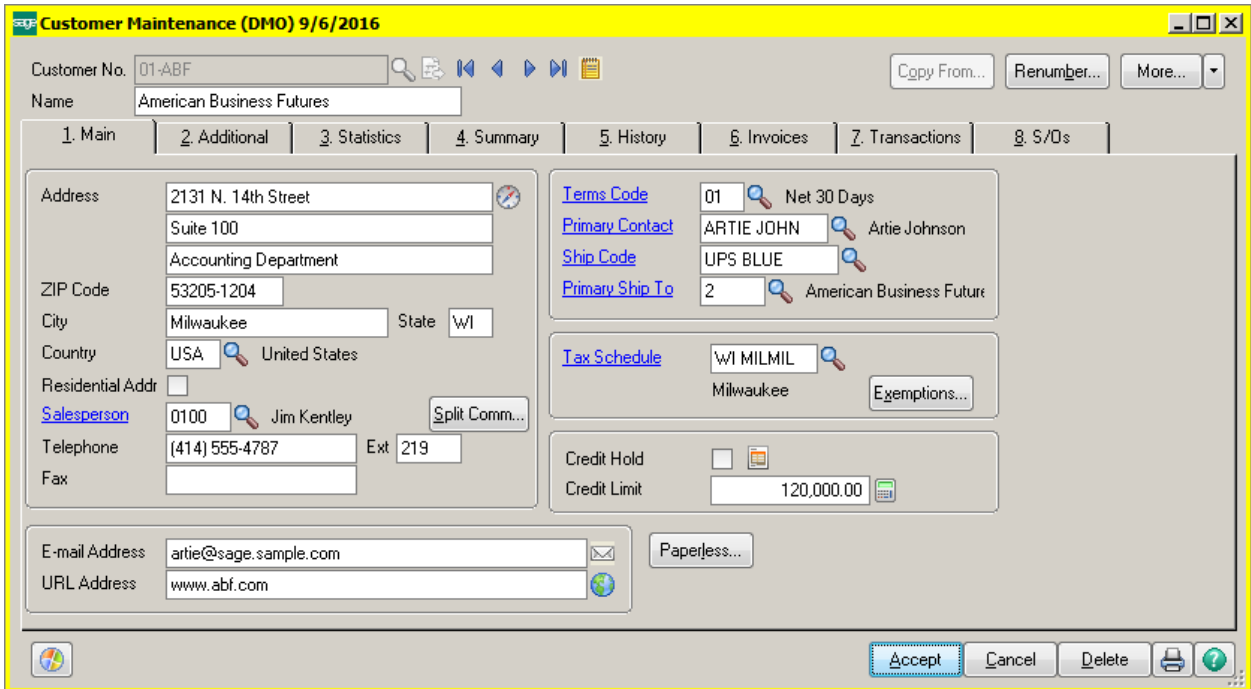
The Background on the window will now have the color selected.



Choose 'Frame' to change only the frame edge around the Window. Then click the color pallet button and select a color. Click Ok. Then click Accept.



The Frame on the window will now have the color selected.



## How to Save a Report Setting

Any Standard report can be saved with default settings. They will be saved into the Report Setting lookup window for future use.

Click on General Ledger Detail Report from the General Ledger Reports Menu. Click the Print Condensed field. Click the down arrow next to the Save Button and select Save As.

The screenshot shows the 'General Ledger Detail Report (DMO) 9/13/2016' window. The 'Report Setting' is 'STANDARD'. The 'Description' is 'General Ledger Detail Report'. Under 'Setting Options', 'Type' is 'Public', 'Default Report' is checked, 'Print Report Settings' is unchecked, 'Three Hole Punch' is unchecked, 'Number of Copies' is '1', and 'Collated' is checked. 'Sort Report By' is 'Account Number'. Under 'Options', 'Selection Criteria' is 'By Period', 'Fiscal Year' is '2020', 'Starting Period' is '05 5/1/2020', 'Ending Period' is '05 5/31/2020', 'Summarize Detail' is unchecked, 'Source Type' is 'All', 'Print Comments' is 'Partial', and 'Print Posted By/Date' is unchecked. The 'Print Condensed' checkbox is checked and highlighted with a red box. The 'Print Condensed' label is also highlighted with a red box. At the bottom, there is a printer selection dropdown (HP LaserJet P2055d UPD PCL 6), 'Keep Window Open After' options (Print, Preview), and 'Print', 'Preview', and 'Setup' buttons. A red arrow points to the dropdown arrow on the 'Save' button.

Enter the new Report Name in the Report Settings window. Click Default Report check box to make this your default report.

The screenshot shows the 'Save As Report Setting' dialog box. The 'Report Setting' is 'PORTRAIT'. The 'Description' is 'General Ledger Detail Report'. Under 'Setting Options', 'Type' is 'Public' and 'Default Report' is checked. Under 'Office Merge Options', 'Always use this template' is unchecked and the 'Template' field is empty. At the bottom, there are 'OK', 'Cancel', and a help button.

## How to Preview a Report in a Larger Screen

Go to the Library Master Main Menu and click on User Maintenance. Enter a user code and click on the Preferences tab. At the Default Report Preview Zoom field, enter the desired Zoom Percentage or choose from the Drop Down list.

The screenshot shows the 'User Maintenance (DMO) 9/13/2016' window. The 'Preferences' tab is active. The 'Default Report Preview Zoom' is set to 125%. Other settings include 'Automatic Logoff' (unchecked), 'Implied Decimal Point' (checked), 'Low Speed Connection' (unchecked), 'Lookup Limit for Initial Display' (0), '[ENTER] Key Like [TAB] Key for Grid' (checked), 'Display Reduction Amounts in Red' (checked), 'Enable Web Services' (unchecked), 'Automatic Logoff Delay in Minutes' (empty), 'Use Graphic Report Format' (checked), 'Partial Lookup Default' (Greater than), 'Prompt for Company Code' (unchecked), 'Retain Module on Company Change' (unchecked), and 'Theme Code' (CLASSIC).

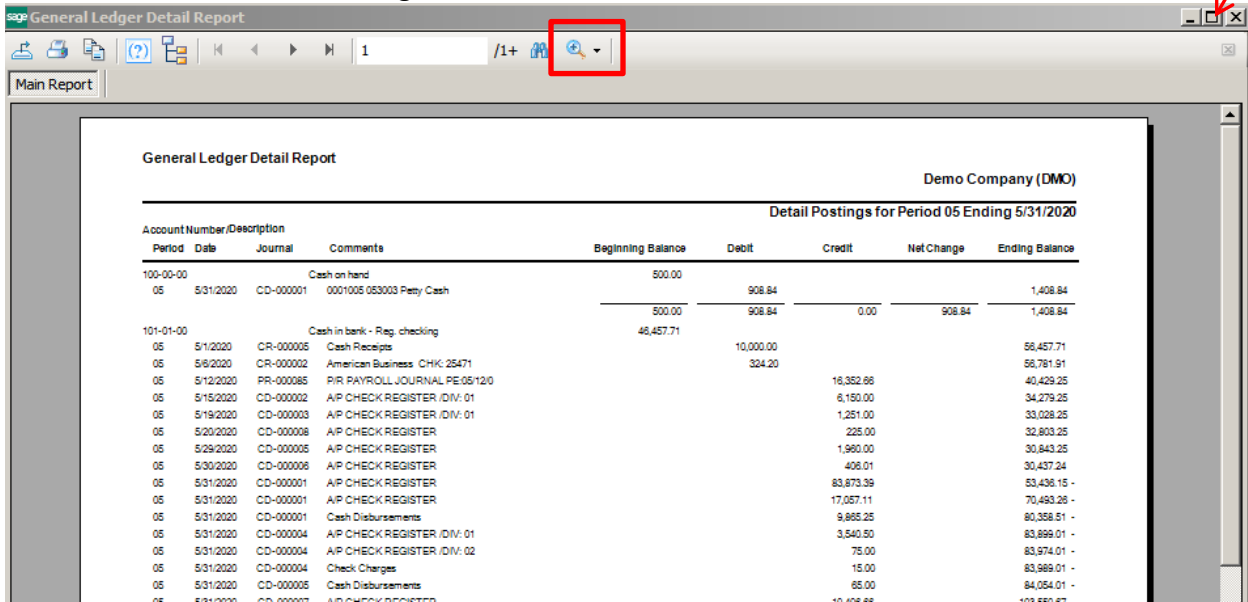
When you Preview your reports, they will default to a larger screen.

The screenshot shows the 'General Ledger Detail Report' window for 'Demo Company (DMO)'. The report is titled 'Detail Postings for Period 05 Ending 5/31/2020'. The report is displayed in a larger screen format with a zoom factor of 125%.

Account Number/Description	Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance
100-00-00				Cash on hand	500.00				
	05	5/31/2020	CD-000001	0001005 053003 Petty Cash		908.84			1,408.84
					500.00	908.84	0.00	908.84	1,408.84
101-01-00				Cash in bank-Reg. checking	46,457.71				
	05	5/1/2020	CR-000005	Cash Receipts		10,000.00			56,457.71
	05	5/6/2020	CR-000002	American Business CHK: 25471		324.20			56,781.91
	05	5/12/2020	PR-000085	P/R PAYROLL JOURNAL PE: 05/120			16,352.66		40,429.25
	05	5/15/2020	CD-000002	A/P CHECK REGISTER /DIV: 01			6,150.00		34,279.25
	05	5/19/2020	CD-000003	A/P CHECK REGISTER /DIV: 01			1,251.00		33,028.25
	05	5/20/2020	CD-000008	A/P CHECK REGISTER			225.00		32,803.25
	05	5/29/2020	CD-000005	A/P CHECK REGISTER			1,966.00		30,837.25
	05	5/30/2020	CD-000006	A/P CHECK REGISTER			406.01		30,431.24
	05	5/31/2020	CD-000001	A/P CHECK REGISTER			83,873.39		53,431.15
	05	5/31/2020	CD-000001	A/P CHECK REGISTER			17,057.11		70,493.26
	05	5/31/2020	CD-000001	Cash Disbursements			9,865.25		80,358.51
	05	5/31/2020	CD-000004	A/P CHECK REGISTER /DIV: 01			3,540.50		83,899.01
	05	5/31/2020	CD-000004	A/P CHECK REGISTER /DIV: 02			75.00		83,974.01
	05	5/31/2020	CD-000004	Check Charges			15.00		83,989.01
	05	5/31/2020	CD-000005	Cash Disbursements			65.00		84,054.01
	05	5/31/2020	CD-000007	A/P CHECK REGISTER			19,496.66		103,550.67
	05	5/31/2020	CD-000058	A/P CHECK REGISTER			2,866.77		106,417.44
	05	5/31/2020	CD-000080	A/P MANUAL CHECK REGISTER			925.00		107,342.44
	05	5/31/2020	CD-000066	APPAY /Monthly A/P Payment			192,902.57		300,245.01
	05	5/31/2020	CD-000068	CENEXP/Monthly Cent Warehouse			5,342.52		305,587.53
	05	5/31/2020	CR-000001	American Business Fu CHK: 223		864.25			304,723.28
	05	5/31/2020	CR-000001	Avnet Processing Cor CHK: 683		1,000.00			303,723.28
	05	5/31/2020	CR-000001	Cash Receipts		15,489.63			288,233.65
	05	5/31/2020	CR-000001	American Business Fu CHK: 223		100.00			288,133.65

## Shortcut to Preview Reports in Larger Screen

Click on the maximize button to make the preview full screen. Then click the magnifying glass on the Preview screen and choose Page Width.

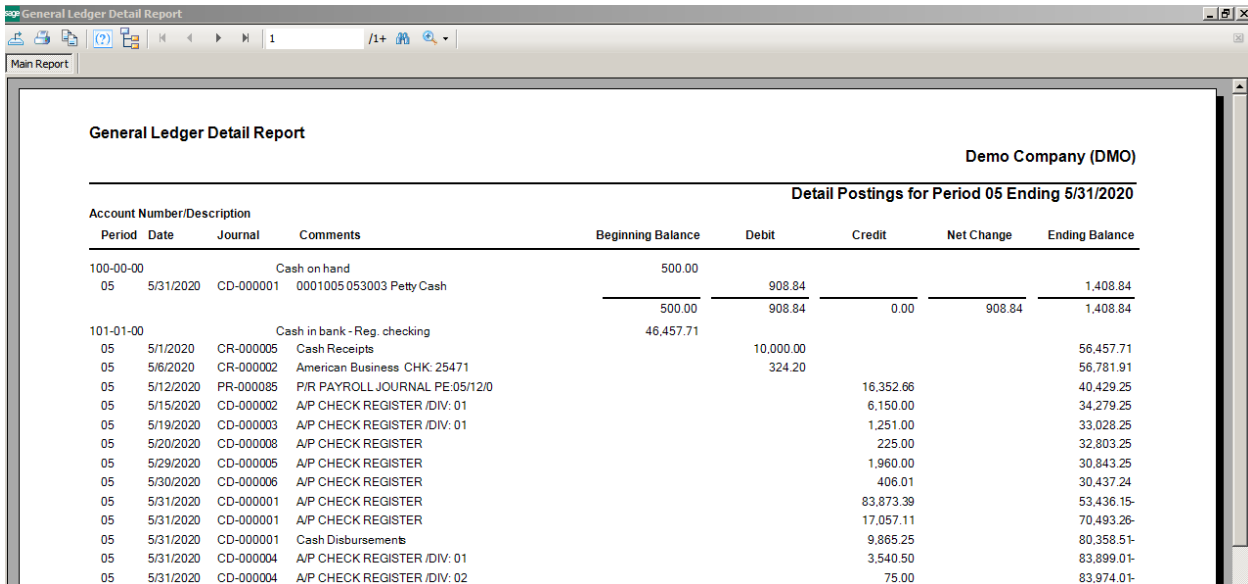


General Ledger Detail Report

Demo Company (DMO)

Detail Postings for Period 05 Ending 5/31/2020

Account Number/Description				Beginning Balance	Debit	Credit	Net Change	Ending Balance
Period	Date	Journal	Comments					
100-00-00 Cash on hand				500.00				
05	5/31/2020	CD-000001	0001005 053003 Petty Cash		908.84			1,408.84
				500.00	908.84	0.00	908.84	1,408.84
101-01-00 Cash in bank - Reg. checking				46,457.71				
05	5/1/2020	CR-000005	Cash Receipts		10,000.00			56,457.71
05	5/6/2020	CR-000002	American Business CHK: 25471		324.20			56,781.91
05	5/12/2020	PR-000085	P/R PAYROLL JOURNAL PE:05/12/0			16,352.66		40,429.25
05	5/15/2020	CD-000002	A/P CHECK REGISTER /DIV: 01			6,150.00		34,279.25
05	5/19/2020	CD-000003	A/P CHECK REGISTER /DIV: 01			1,251.00		33,028.25
05	5/20/2020	CD-000008	A/P CHECK REGISTER			225.00		32,803.25
05	5/29/2020	CD-000005	A/P CHECK REGISTER			1,960.00		30,843.25
05	5/30/2020	CD-000006	A/P CHECK REGISTER			406.01		30,437.24
05	5/31/2020	CD-000001	A/P CHECK REGISTER			83,873.39		53,436.15
05	5/31/2020	CD-000001	A/P CHECK REGISTER			17,057.11		70,493.26
05	5/31/2020	CD-000001	Cash Disbursements			9,865.25		80,358.51
05	5/31/2020	CD-000004	A/P CHECK REGISTER /DIV: 01			3,540.50		83,899.01
05	5/31/2020	CD-000004	A/P CHECK REGISTER /DIV: 02			75.00		83,974.01
05	5/31/2020	CD-000004	Check Charges			15.00		83,989.01
05	5/31/2020	CD-000005	Cash Disbursements			65.00		84,054.01



General Ledger Detail Report

Demo Company (DMO)

Detail Postings for Period 05 Ending 5/31/2020

Account Number/Description				Beginning Balance	Debit	Credit	Net Change	Ending Balance
Period	Date	Journal	Comments					
100-00-00 Cash on hand				500.00				
05	5/31/2020	CD-000001	0001005 053003 Petty Cash		908.84			1,408.84
				500.00	908.84	0.00	908.84	1,408.84
101-01-00 Cash in bank - Reg. checking				46,457.71				
05	5/1/2020	CR-000005	Cash Receipts		10,000.00			56,457.71
05	5/6/2020	CR-000002	American Business CHK: 25471		324.20			56,781.91
05	5/12/2020	PR-000085	P/R PAYROLL JOURNAL PE:05/12/0			16,352.66		40,429.25
05	5/15/2020	CD-000002	A/P CHECK REGISTER /DIV: 01			6,150.00		34,279.25
05	5/19/2020	CD-000003	A/P CHECK REGISTER /DIV: 01			1,251.00		33,028.25
05	5/20/2020	CD-000008	A/P CHECK REGISTER			225.00		32,803.25
05	5/29/2020	CD-000005	A/P CHECK REGISTER			1,960.00		30,843.25
05	5/30/2020	CD-000006	A/P CHECK REGISTER			406.01		30,437.24
05	5/31/2020	CD-000001	A/P CHECK REGISTER			83,873.39		53,436.15
05	5/31/2020	CD-000001	A/P CHECK REGISTER			17,057.11		70,493.26
05	5/31/2020	CD-000001	Cash Disbursements			9,865.25		80,358.51
05	5/31/2020	CD-000004	A/P CHECK REGISTER /DIV: 01			3,540.50		83,899.01
05	5/31/2020	CD-000004	A/P CHECK REGISTER /DIV: 02			75.00		83,974.01

## How to Print a Report with Multiple Values

To print a report for multiple values at the same time, enter the values separated by a comma in the Selection field.

Open the report; double click in the field that you want to enter multiple values. Enter the values then click Print or Preview.

Accounts Receivable Aged Invoice Report (DMO) 5/31/2020

Report Setting: STANDARD

Description: Accounts Receivable Aged Invoice Report

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Sort Report By: Customer Number

Options:

- Aging Date: 5/31/2020
- Report Detail Option: Invoice
- Aging Option to Print: All Open Invoices
- Future Transactions: Exclude by Invoice Date
- Transaction Date:
- Include Paid Invoices:
- Age Credit Memos:
- Print Transaction Date:
- Print Condensed:

Selections:

Select Field	Operand	Value
Customer Number	Equal to	01ABF,01AVNET,01HILLSB
Customer Name	All	
Salesperson	All	
Customer Type	All	
State	All	
ZIP Code	All	

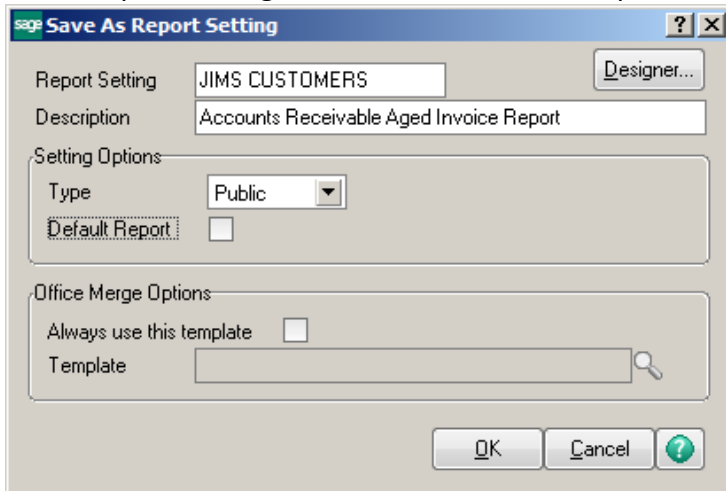
HP LaserJet P2055d UPD PCL 6

Keep Window Open After:  Print  Preview

Buttons: Print, Preview, Setup

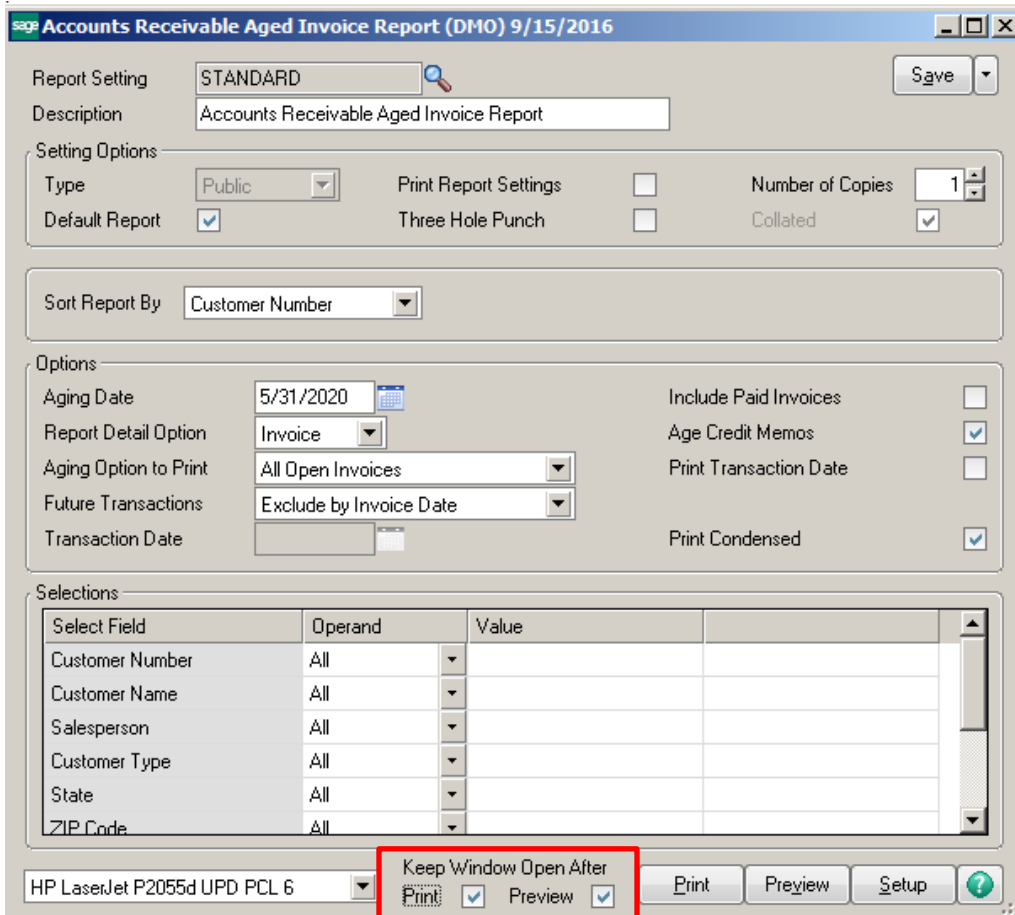


To Save this setting for future use, click the Save button, then select Save As and enter a report name in the Report Setting field. Uncheck Default Report.



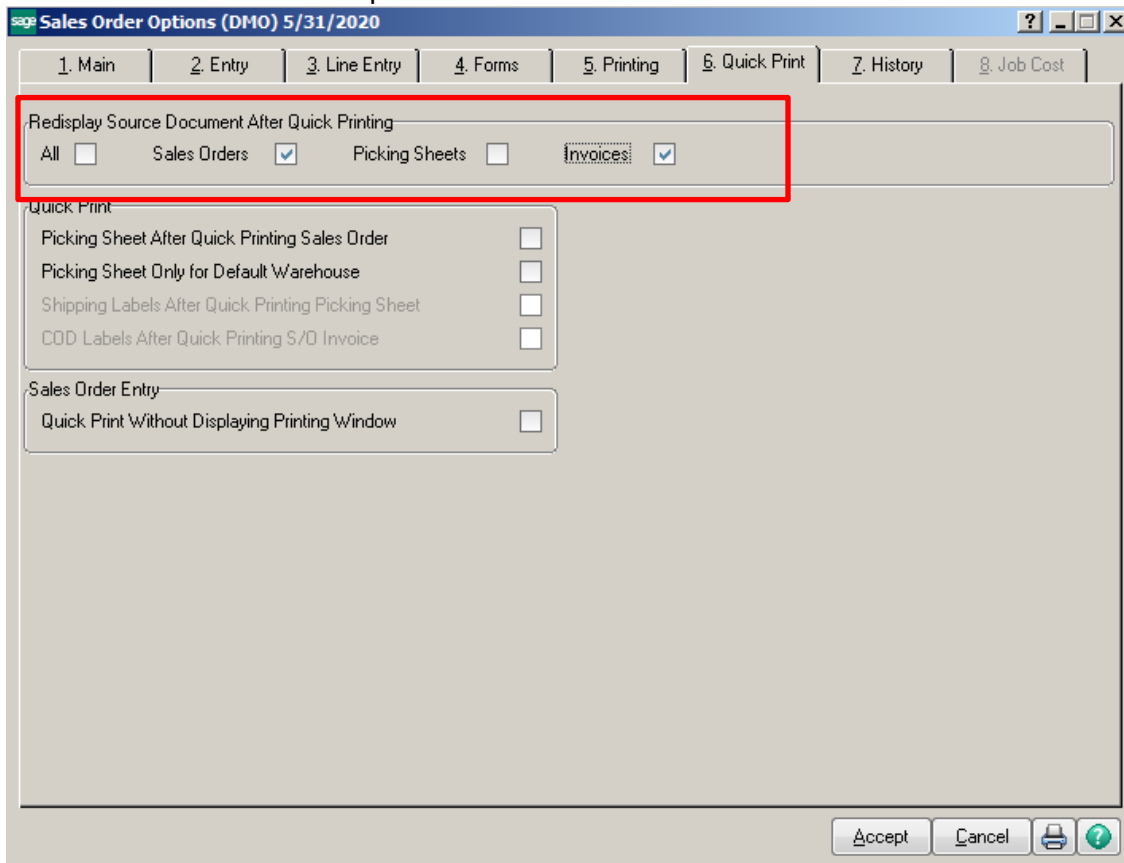
### Keep Window Open After

This feature allows you to keep the window open after you Print or Preview. Therefore you can print the report multiple times without having to click on it again from the Reports Menu.



## Sales Order – Redisplay Source Document

When clicking on Quick Print for a Sales Order or Sales Order Invoice, with this feature turned on, the source document remains open.



## Move Fields from Bottom Grid to Top

To move fields from bottom grid to top grid, click on the field in the bottom grid, hold mouse down until paper icon appears and drag to top grid. Move fields most often used to the top grid.

SAP Sales Order Entry (DMO) 5/31/2020

Order Number: 0000188

Copy From... Defaults... Customer... Credit...

1. Header 2. Address 3. Lines 4. Totals 5. Credit Card User: sjd

Quick Row: 3

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	2551-3-50	1.00	.00	23.702	23.70	
2	1001-HON-H254	2.00	.00	131.000	262.00	
3		.00	.00	.000	.00	

Description  
Warehouse  
Unit Of Measure  
Shipped: .00  
Price Level

Total Amount: 285.70

Print Order... Print Pick... Recalc Price

Accept Cancel Delete

SAP Sales Order Entry (DMO) 5/31/2020

Order Number: 0000188

Copy From... Defaults... Customer... Credit...

1. Header 2. Address 3. Lines 4. Totals 5. Credit Card User: sjd

Quick Row: 3

	Item Code	Description	Ordered	Back Ordered	Unit Price	Extension	Comment
1	2551-3-50	DESK FILE 3 1/2" CAP 50	1.00	.00	23.702	23.70	
2	1001-HON-H254	HON 4 DRAWER LETTER FILE W/O LK	2.00	.00	131.000	262.00	
3			.00	.00	.000	.00	

Warehouse  
Unit Of Measure  
Shipped: .00  
Price Level  
Tax Class

Total Amount: 285.70

Print Order... Print Pick... Recalc Price

Accept Cancel Delete

## How to Add Carriage Returns on the Comment Line

To add a carriage return to a comment on the Item line or a /C comment line, hold the Ctrl key and press enter. This will force a carriage return into the comment field.

Page: 1

Sales Order

Demo Company  
 1175 Red Brick Way  
 St. Louis, MO 63141  
 (314) 555-1212

**Order Number:** 0000188  
**Order Date:** 5/31/2020

**Salesperson:** 0200  
**Customer Number:** 01-HILLSB

**Sold To:**  
 Hillsboro Service Center  
 200 Union Street  
 Upper Level  
 Hillsboro, WI 53151  
**Confirm To:**  
 Pam Wampler

**Ship To:**  
 Hillsboro Service Center  
 200 Union Street  
 Upper Level  
 Hillsboro, WI 53151

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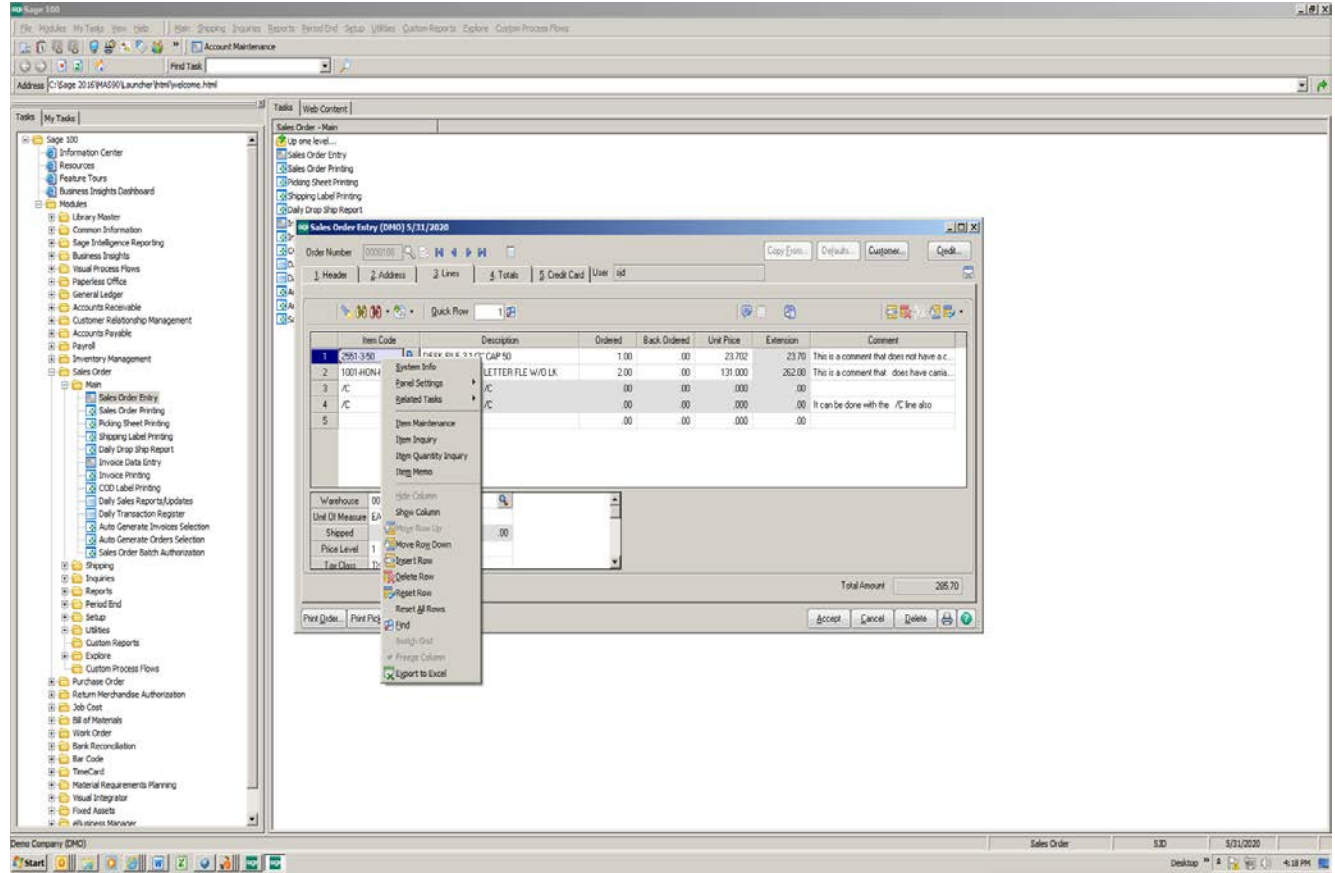
Customer P.O.	Ship VIA	F.O.B.	Terms
	UPS BLUE		2% Ten Days, Net 30 Days

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Item Code	Unit	Ordered	Shipped	Back Order	Price	Amount
2551-3-50	EACH	1.00	0.00	0.00	23.702	23.70
DESK FILE 3 1/2" CAP 50			<b>Whse:</b> 001			
This is a comment that does not have a carriage return in it.						
1001-HON-H254	EACH	2.00	0.00	0.00	131.000	262.00
HON 4 DRAWER LETTER FLE W/O LK			<b>Whse:</b> 001			
This is a comment that does have carriage returns in it so you can control the paragraph						
It can be done with the /C line also						

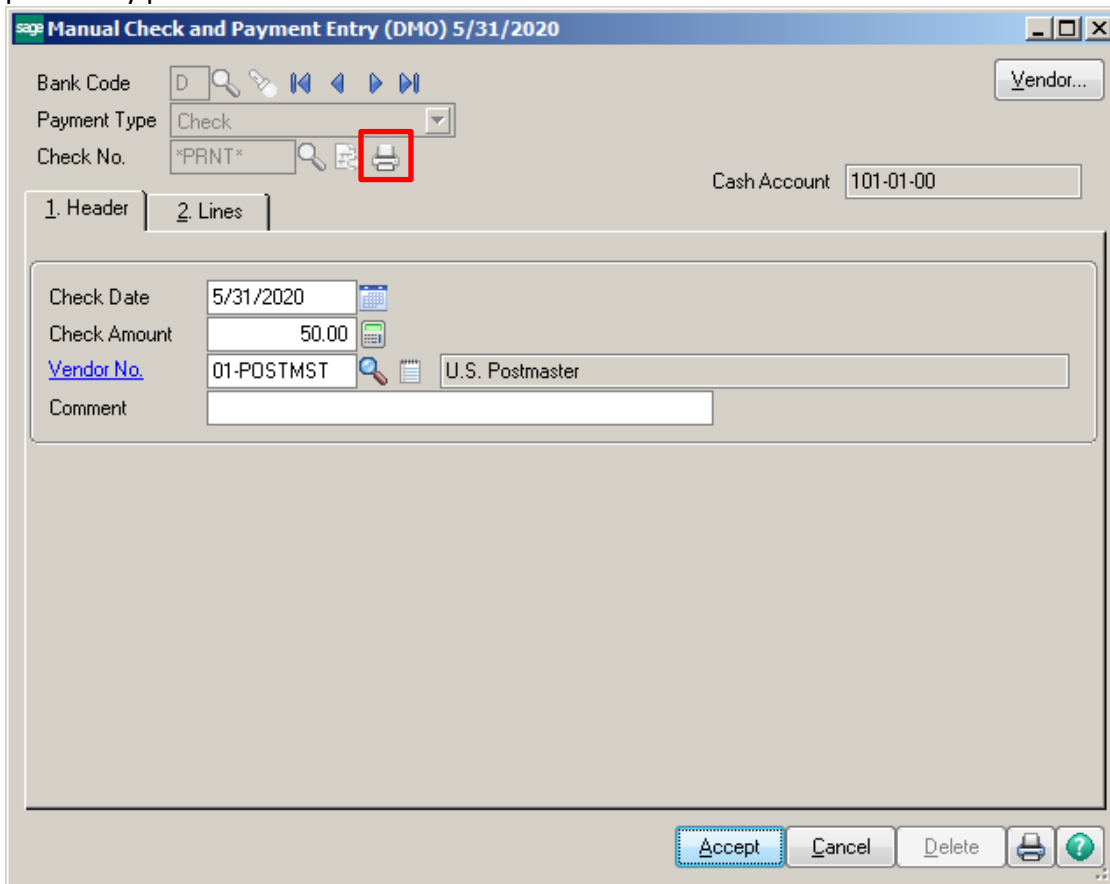
# The Power of the Right Click

Right click in the data entry fields of the Lines tab to see what programs are available to you!



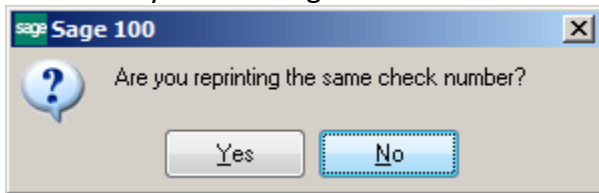
## How to Reprint a Quick Print Check

To reprint a Quick Print check that has not been posted, click the magnifying glass and select the check previously printed. Click the Printer icon.



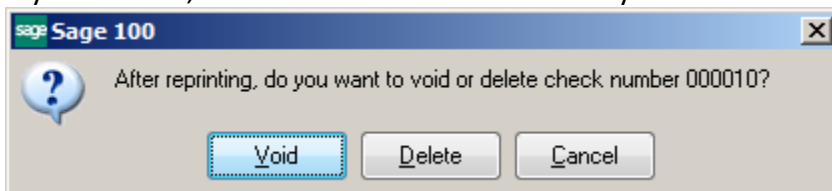
The screenshot shows the Sage Manual Check and Payment Entry (DMO) 5/31/2020 window. The window title is "sage Manual Check and Payment Entry (DMO) 5/31/2020". The interface includes a header section with fields for Bank Code (D), Payment Type (Check), Check No. (\*PRNT\*), and Cash Account (101-01-00). Below the header, there are tabs for "1. Header" and "2. Lines". The main area contains fields for Check Date (5/31/2020), Check Amount (50.00), Vendor No. (01-POSTMST), and Vendor Name (U.S. Postmaster). A red box highlights the magnifying glass icon next to the Check No. field. At the bottom of the window, there are buttons for "Accept", "Cancel", "Delete", and a printer icon.

Click Yes if you are using the same check number. Click No if you are using a different check number.



The screenshot shows a Sage 100 dialog box with the title "sage Sage 100". The dialog contains a question mark icon and the text "Are you reprinting the same check number?". Below the question are two buttons: "Yes" and "No". The "No" button is highlighted with a blue border.

If you click No, then select the button for what you want to do with the old Check number.



The screenshot shows a Sage 100 dialog box with the title "sage Sage 100". The dialog contains a question mark icon and the text "After reprinting, do you want to void or delete check number 000010?". Below the question are three buttons: "Void", "Delete", and "Cancel". The "Void" button is highlighted with a blue border.

Click Print to Reprint the check.

**SAGE Manual Check Printing (DMO) 5/31/2020** [?] [X]

Form Code: CHECK [Designer...]

Description: Plain

Multi-Part Form Enabled:  Multi Part...

Check Date: 5/31/2020 [Calendar] Print Remit To Information:

Check Number: 001002 Print G/L Distribution:

Check Form Type: Stub, Check, Stub [v] Print in ANSI Format:

Stub Lines: 19

HP LaserJet P2055d UPD PCL 6 [Alignment] [Print] [Preview] [Setup] [?]

Print the check register and update.

**Manual Check and Payment Register**  
 Journal Posting Date: 5/31/2020  
 Register Number: MC-000005

Demo Company (DMO)

Bank: D Wells Fargo Checking

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
001001		***Void Check***			
001001	5/31/2020	***Void Check***			
001002 CK00100201	5/31/2020	01-POSTMST U.S. Postmaster			50.00
	5/31/2020	50.00 Postage & other freight	0.00	50.00	
G/L Account: 770-00-04		Bank D Total: 50.00	0.00	50.00	50.00
		Report Total: 50.00	0.00	50.00	50.00