

Sage 200 Technical Tip

Print Spooling

It is usually the case that most Sage 200 users will choose to “preview” their reports on screen rather than “spool” them, however there are some benefits in using the Print Spooler in Sage 200, especially for month-end or management reports.

When you preview a report on screen you will see a button at the top of the screen called “Spool”. This will save a copy of your report into the spooler for future use :-

Sales Ledger Trading Report (Detailed)

Date: 16/09/2021
Time: 10:31:10

All Amounts In Base Currency

Account	This Year To Date	Last Year	Future	9 30/09/2021	8 31/08/2021	7 31/07/2021	6 30/06/2021	5 31/05/2021	4 30/04/2021	3 31/03/2021
1EURO Euro Tra	60590.15	71159.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ABB001 Abbey	79021.79	216702.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BET001 Better	27963.76	193747.05	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
BIR001 QualityC	120147.61	199351.85	0.00	0.00	0.00	0.00	-100.00	4.00	0.00	0.00
BIR002 CooksCoo	171466.82	225522.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIR003 KingsKit	168223.44	181787.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIR004 CuteCKit	185743.91	153584.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIR005 KoshakID	138952.12	259134.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIR006 BlackCou	136261.58	157309.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIR007 AllThinB	200153.41	178531.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIR008 SuperCHF	145176.45	238993.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIR009 HotlandC	186553.34	258485.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIR101 AirCats	189834.04	166842.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CASH01 CASH SAL	0.00	6018.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHE001 Cherie	68481.54	102401.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COU001 Country	10000.37	208142.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EPOS10 EPOS10	75097.24	124682.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FES001 Festival	383650.59	130773.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUT001 Future	59058.69	127990.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GEO001 George	56951.43	202781.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRE001 Greene	12678.84	-20095.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA00001 Ha & Db	71924.79	127029.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JIM001 Jim Murr	72952.69	93587.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KIT001 Kitchen	60641.39	98391.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KIT002 Kitsch	67582.08	59730.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KNO001 Knobs	28630.04	87943.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON001 BarkingB	157321.07	159222.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON002 PottsWoo	232457.34	141232.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON003 CanveyC	168674.19	240129.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON004 KenleyCI	137944.37	246057.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON005 HaletHob	164315.62	203059.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON006 IMGoodsD	181347.66	195688.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON007 LamPlumb	116714.62	154412.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON008 WBaldiso	99024.01	199855.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON009 KIRIAE	191291.36	180249.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LON010 PlumbUn	166832.48	308437.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HomeStyle Kitchens Ltd
Sales Ledger Trading Report (Detailed)

Sage 200
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Once "spooled" you can then access the spooler by clicking on the icon below:-

The screenshot shows the Sage 200 Customers List window. A red box highlights the spooler icon (a printer with a document) in the top right corner of the application window. The main window displays a list of customer accounts with columns for Code, Short Name, Name, Balance, Credit Limit, Contact Name, Contact Email, and Contact Telephone. The first row is highlighted in green.

Code	Short Name	Name	Balance	Credit Limit	Contact Name	Contact Email	Contact Telephone
1EURO	Euro Tra	Euro Trading Account	29087.95	100000.00			
ABB001	Abbey	Abbey Retail Ltd	16537.33	100000.00	Hayley Bass	info@abbeyretail.co...	44 0131 821 9900
BET001	Better	Better Kitchens	-545.80	60000.00	Brian Lynch	brian@betkit.com.uk	44 01793 992345
BIR001	QualityC	Quality Counts Kitchens	27902.62	0.00			
BIR002	Cook'sCoo	Cook's Cookers Company	43030.21	0.00	New First Name Jo...	shezad@test.com	44 654 433333
BIR003	KingsKit	Kingstanding Kitchens	40041.78	0.00			
BIR004	CuteCKit	Cute and Cosy Kitsch	33669.41	0.00			
BIR005	KoshaKID	Kosha Kitchen Designs	49841.84	0.00			
BIR006	BlackCou	Black Country Kitchens	33342.35	0.00			
BIR007	AllThinB	All Things Black (Kitchens) Ltd	38369.25	0.00			
BIR008	SuperCHF	Super Chef Filaments	19745.09	0.00			
BIR009	HotandC	Hot and Cold Catering	37304.42	0.00			
BIR0101	AirCatS	Airport Catering Services	60785.68	0.00	Mr. John Fred Smith	shezad@test.com	44 654 433333
CASH01	CASH SAL	CASH SALE ACCOUNT	0.00	0.00	Accounts		
CHE001	Cherie	Cherie Ltd	16606.66	50000.00	Philip Jarvis	info@cherie.co.uk	44 01698 443300
COU001	COUNTRY	Country Kitchens	644.72	20000.00	Will Laird	wlaird@countrykit...	44 0121 566 9999
EPOS10	EPOS10	Store Newcastle EPOS10	16994.66	0.00			
FES001	Festival	Festival Homes Ltd	75564.77	50000.00	Maureen Duffy	md@festivalhomes...	44 020 7345 8821
FUT001	Future	Future Homes Real Estate	29851.59	50000.00	Catherine Jansen	accounts@futhome...	44 0161 877 000
GEO001	George	George Grey Construction	19530.54	50000.00	Tania Law	tanialaw@ggconstruct...	44 01629 32477
GRE001	Greene	Greene Kitchen Stores	-1000.00	20000.00	Gordon French	info@greestores...	44 020 2321 6611
HAD0001	Ha & Db	Ha & Db Kitchen Developments Ltd.	16666.00	0.00	Ray Llewellyn	info@hadbkitch.co.uk	
JIM001	Jim Murr	Jim Murray Renovations	22052.82	50000.00	Kate Murray		44 01473 900400
KIT001	Kitchen	Kitchen Refit Specialists Ltd	17437.45	20000.00	Ann Jardin	ann@kitrefit.co.uk	44 029 2378 0834
KIT002	Kitsch	Kitsch Kitchens	8554.63	20000.00	Jane Taylor	kitsch@kitsch.co.uk	44 0151 900 9000
KNOC001	Knobs	Knobs and Knockers	1531.03	20000.00	James Rodgers	accounts@kandkc...	44 0121 988 3423
LON001	BarkingB	Barking Builders	59299.08	0.00			
LON002	PettsWoo	Petts Wood Pantries	87359.38	0.00			
LON003	CanveyC	Canvey Island Catering	40368.46	0.00			
LON004	CanveyC	Canvey Island Catering	31708.24	0.00			
Rows selected: 1			29087.95	100000.00			

The screenshot shows the Sage 200 Customers List window with a 'Print Reports' dialog box open. The dialog box has a 'Filters' section with fields for Report Name, User (Omulus), and Company (Sage 200 Demo Data). Below the filters is a 'List of Reports' table with columns for No., Report Name, User, Company, Status, Date, Time, and Size. The first row in the list is highlighted.

No.	Report Name	User	Company	Status	Date	Time	Size
1	Sales Ledger Trading Report (Detailed)	Omulus	Sage 200 Dem...	Not Printed	18/09/2021	10:36:07	125 KB

Once the spooler window is open you can choose to do the following actions :-

View the report

Print the report

Email the report

Delete the report (if you have permission to do so)

You can also use the FILTERS options at the top of the screen to search for a report by :-

Name

User Name

Date Ranges

Company

Any report saved into the spooler will stay there until you decide to delete it.

You can, therefore, save all of your month-end, year-end, financial reporting and anything else into the spooler and view / print them for future use.