



Changing Orientation of Printed Reports

A quick formatting tip & trick from the Sage Pro Knowledgebase.

After changing the orientation of a Sage Pro ERP report to either Portrait or Landscape, it does not print the report in its new orientation. The following steps can be applied with most reports in Sage Pro. The following example will use the Open Receivables Aging report from Accounts Receivable (AR).

Example One

To change the default orientation for any standard Sage Pro report, a new custom report needs to be created then change the orientation for that report from the Customize Reports Maintenance screen. For more information, use the following steps:

1. Under the **Print** menu point to **Sales/Status Reports**, **Open Receivables Aging** and click on **Detail**; the Open Receivables Aging Detail Report option grid appears.
2. Leave all options to default.
3. Click **Generate**.
4. Located on the top-right corner of the option grid select **Organize** from the list; the Customize Report Maintenance screen appears.
5. Expand **AR** from the Custom Report branch.
6. Click **AROREC**.
7. Click the Add button, the Custom Report and Filters tab becomes active.
8. Type the appropriate information for the following fields:
 - **Seq#**

- **Path**

9. Select either **Landscape** or **Portrait** from the Orientation list.
10. Save the changes.

Once this is done, printing or previewing should display the report using the correct orientation.

Related Reading

For more information on creating a customized report refer to the System Manager documentation under the section Custom Forms and Reports. This information is located on the Documentation on Disk (DoconDisk.)

Example Two

To edit the default orientation for any customize report based on a standard Sage Pro report, use the following steps:

1. Under the Print menu point to **Sales/Status Reports**, Open **Receivables Aging** and click on **Detail**; the Open Receivables Aging Detail Report option grid appears.
2. Leave all options to default.
3. Click **Generate**.
4. Located on the top-right corner of the option grid select **Organize** from the list; the Customize Report Maintenance screen appears.
5. Expand **AR** from the Custom Report branch.
6. Expand **AROREC**.
7. Click on the customized report where the orientation needs to be changed.
8. Click the **Edit** button, the Custom Report and Filters tab becomes active.
9. Select either **Landscape** or **Portrait** from the Orientation list.
10. Save the changes.

Once this is done, printing or previewing should display the report using the correct orientation.

Related Reading

For more information on creating a customized report refer to the System Manager documentation under the section Custom Forms and Reports. This information is located on the Documentation on Disk (DoconDisk.)