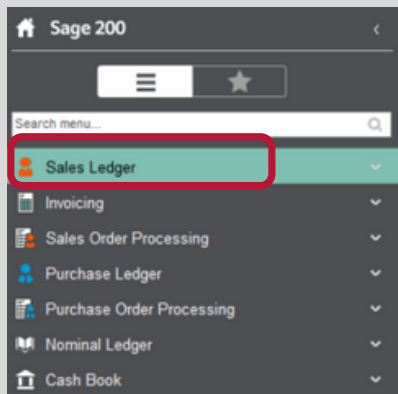




HOW TO ADD A COLUMN TO ANY LIST VIEW IN SAGE 200

Customise your columns to suit how you work, follow the simple steps below.

1

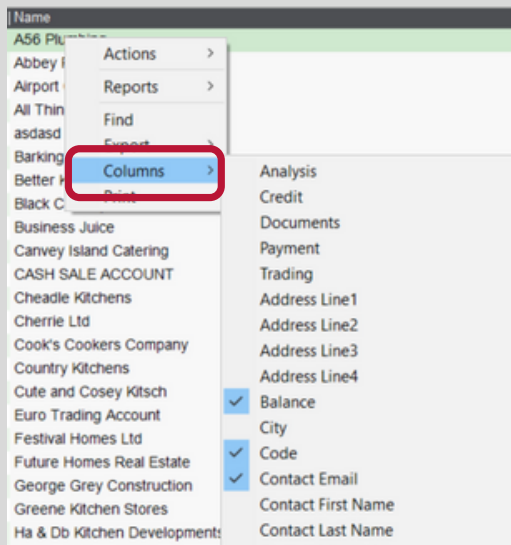


Open the chosen ledger you wish to add a column to.

| Id | Short Name | Name | Actions |
|-------|------------|---------------------------------|-----------|
| AN002 | A56Plumb | A56 Plumbing | Actions > |
| IB001 | Abbey | Abbey Retail Ltd | Reports > |
| R0101 | AirCats | Airport Catering Services | Find |
| R007 | AllThinB | All Things Black (Kitchens) Ltd | Export > |
| LDAD | asdasd | asdasd | Columns > |
| AN001 | BarkingB | Barking Builders | Print |
| BT001 | Better | Better Kitchens | |
| R006 | BlackCou | Black Country Kitchens | |

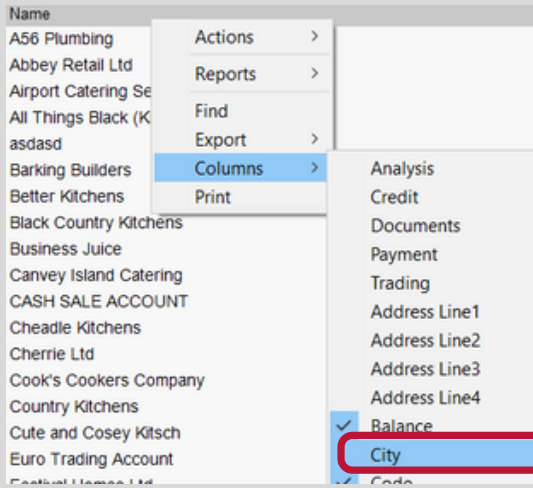
Right click on either the header or data to open up the sub-menu.

2

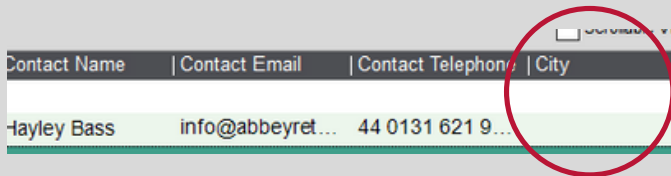


Click on the 'Columns' option to view all available columns.

3

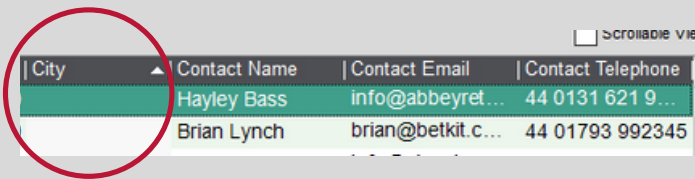


- Click on the column you wish to add.



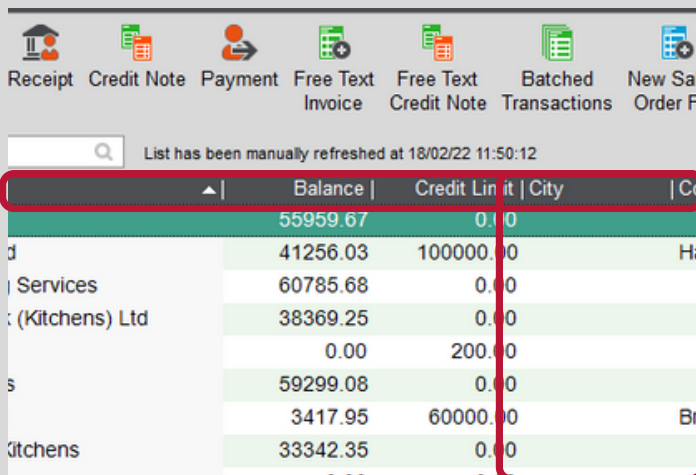
- It will appear at the end of your 'Headers' in the far right.

4



- Left click on the new header you have added and drag across to where you want it

5



- Your new column will now appear where you require it to be.

END