

Article Outline	How to print source documents total amount in words	
Article Date	2018/05/23	
Knowledge Type	Enquiry: General How to	
Knowledge Activity	Reporting/Printing	
Application Version	V7.20.4.000	
Application Edition	<input checked="" type="checkbox"/> Evolution Standard / Sage 100 Evolution	<input checked="" type="checkbox"/> Evolution Premium / Sage 200 Evolution
Primary Module	Inventory Processing	
Secondary Module	Order Entry	
Knowledge Source	Incoming Customer Query	

Description of Enquiry

This article explains how to print source documents' total amount in words in Sage 100 and 200 Evolution.

For example, the Tax Invoice below has a total Incl amount of **547.25** and the amount in words should also be displayed as well.

Tax Invoice Page 1 of 1

EVO200LATEST Tax Registration
Telephone
Fax

To: CASH Cash Customer Tax Registration

Current

Account	Date	Order No	Delivery Note	Our Reference
CASH	2018/05/23			INV0002

Item Code	Item Description	Quantity	Unit	Price (In)	Disc %	Tax	Total (Incl)
FIN	FIN	1.00		547.25		67.21	547.25
Total (Excl)							480.04
Tax							67.21
Total (Incl)							547.25
Discount							0.00

Received by: _____
 Date: _____
 Signed: _____

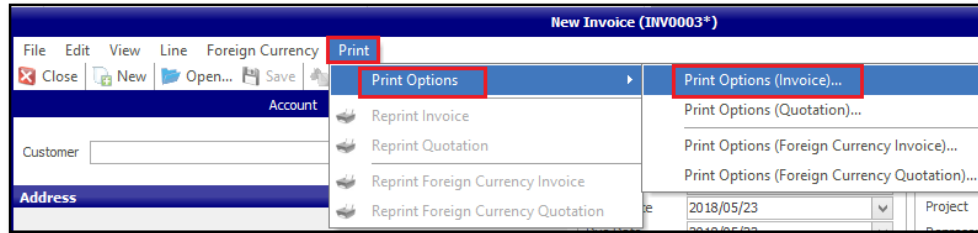
Five Hundred Forty Seven and Twenty Five Cents

547.25

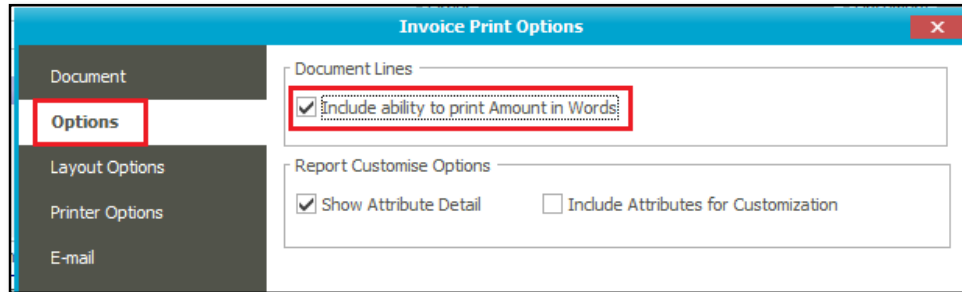
Solution / Details

Apply the following steps to resolve the above query:

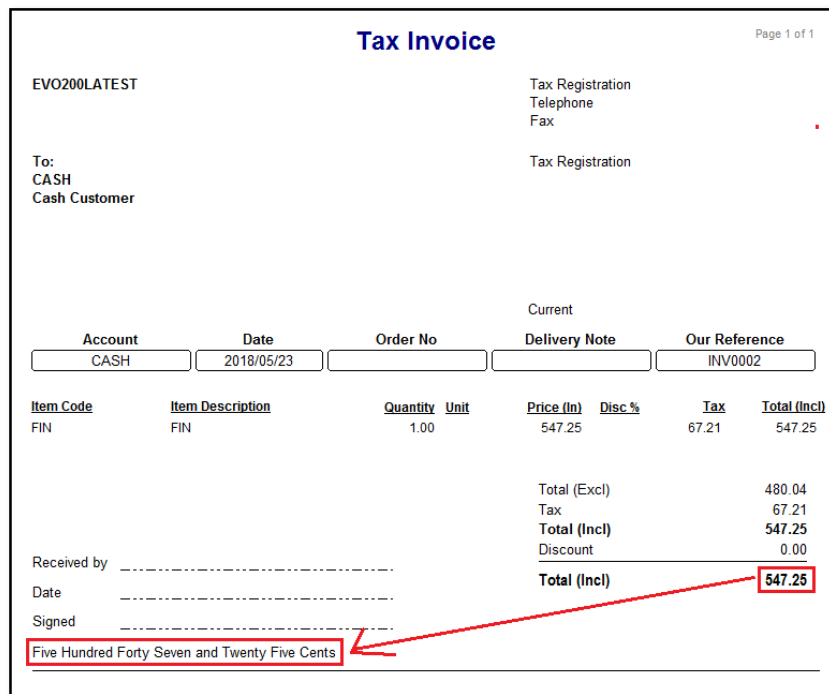
1. Ensure your working in a Sage 100 or 200 Evolution company
2. On the top of the source document transaction screen, e.g. Inventory Invoice, go to **Print | Print Options | Print Options Invoice**



3. On the Options page, select the option below.



4. When the document is now printed, the amount in words should display.



Disclaimer: These articles refer to possible solutions and a platform to share information. Each article describes a method that solved a query (knowledge gathered from previous sites) and how Sage Evolution should operate. These articles make reference to a specific Sage Evolution version, however the thought process can be generalised. Please note the information contained in these articles should be treated as guidelines and adapted to accommodate differences in business processes and IT environments. Articles may not be applicable to all environments. If this article did not resolve your query please contact the Sage Evolution Support Department directly on: +86 (0) 112 6837.