

## HOW TO ADD LABEL FOR TITLE OR DESCRIPTION ON REPORT/FORM

## Scenario:

Adding signatories for 'Posted By' and 'Approved By' on the Purchase Invoice Form.

SAMPLE TRADING,	INC.(000-1	11-222-333-0000)					
GST Reg. Linit 806 Dearl of the Orient Tower 1240 P	No.: Iovas Blud - F	Ermita Manila Phil	innines				
Tel : 567-4248 F	ax: 567-425	0	nppines				
URL : Email : sample	etrading@yal	hoo.com					
Purchase Invoice							
ALI MANUFACTURING INC		No.	BIL2107/	001			
10F JAFER PLACE 19 EISENHOWER ST.		Date	07/14/2021				
GREENHILLS SAN JUAN		Reference No.					
		Supplier Inv No	b. BIL2107/00	1			
		Purchaser	ALVIN				
TEL: 677-89-09 FAX: 677-09-90		Term	60 DAYS				
Attn: Leah Santos							
# DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT			
SAMSUNG 17' MONITOR	1.00	UNIT	4,500.00	4,500.00			
SAMSUNG KEYBOARD PS 2	1.00	UNIT	350.00	350.00			
PHILIPPINE PESO FOUR THOUSAND EIGHT HUNDRED FIFTY ONLY		TOTAL AMOU	т	4,850.00			
DELIVERY TERM :		ROUNDING A	CO.	0.00			
DELYENT TENH (		NET AMOUNT		4,850.00			
Add signatoria	s in this a	rea					
Add signatorie	a in cris a						



## Procedure:

1. On the report or transaction screen (in our scenario it's the Purchase Invoice), click the **Design** button.



2. Click to select the format (as your template) you wish to modify to add signatories > Click **Amend**.

BIL2107/001 - F	Reports - Purchase X			
#	Name	2	Default	
<sr>01</sr>	Purchase Invoices	System	Image: A start of the start	
<sr>02</sr>	Purchase Invoices In BIR2307	System		📝 Amend
<sr>03</sr>	Purchase Invoices with Approvals	System		🖾 Rename
			_	



3. Type a new display name (e.g. Purchase Invoice with Signatories) > Click **Create**.

<sr>01</sr>	Purchase Invoices			System		$\checkmark$	
<sr>02</sr>	Purchase Invoices In BIR2307			System			🛃 Amend
<sr>03</sr>	Purchase Invoices with Approvals			System	-		I Rename
📮 * Purchase In	voices - Create User Report		-		Х		🕱 Delete
Display Name	Purchase Invoices - with Signatories					片	m Import
Format Code		Ι				H	🖹 Export
						F	C Refresh
							🔀 Close
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			Create	Cancel			



4. On the <u>Report Designer</u> window, click **No** on the prompt.

Report Designer File Edit View Format Window	W		
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Classification			
> Local Currency			
> RDOData	· · · · · · · · · · · · · · · · · · ·		
ab Address 1	TageHeader [one band per page]		
ab Address 2	· Name: xrSubre	port1	
ab Address 3	Report Source: ReportHeav	derRichEditor	
ab Address 4			
ab Address 5	Purchase In	voice	
ab Biller Code	1		
ab Branch Code	Place		
ab Business Nature	. [Creditor Name]	No.	[Purchase Invoice Cod
ab Company Name	[Address 1]	Date	[Purchase Invoice Date]
ab Company Name 2	[Address 2]	Reference No.	[Reference No]
ab Contact Person	2 [Address 3] Report Designer		upplier INV #]
Digital Signature	(Address 4)		urchaser.Staff Codej
ab Email	. ILL: [Phone]		erm. lerm]
ab Fax 1	PALLER [Attention]	iu want to convert them to expression	.5?
ab Fax 2	Learn more about the expressions		
ab Full Address	3 # DESCRIPTION Yes	No	AMOUNT
ab GST Approval No			
ab GST Reg No	= DetailReport - "Purchase Invoice Details Collection"		



5. Go to View > Windows > Tool Box to show the **Tool Box Pane**.





 Click on Line > Drag and drop it to the desired area where you want to put the signatory. Adjust it to your desired length.

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	ab Deliver Address 1		Detail1
Line	ab Deliver Address 2		[#] 🧧 [Description]
0	ab Deliver Address 3		[F.Desc]
Shape	ab Deliver Address 4	=	▼ 🛱 ReportFooter
-	abj 💶 liver Contact		
Bar Code	(db) Deliver Fax	-	
	ab Deliver Phone		DELIVERY TERM : [Delivery Term]
Chart	ab Delivery Term		
	ab Disc	1	
Cross Tab	1,2 Disc Amt		•
-	1,2 Disc AmtL		

7. Click on Label > Drag and drop it to the desired area (right next under the Line).





8. Rename the label. You may format the Font Style, Size, Alignment, etc. You may adjust the spacing between the Line and Label.

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Invoices - with Signatories* ×	
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<ul> <li>PageHeader [one band per page]</li> </ul>	
	Name: vrSubrenot1
	Report Source: Report HeaderRichl
	Purchase Invoic
Place	Plage
Lecreditor Namej	
[Address 1]	
[Address 3]	
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▼ 🛱 ReportFooter	
[Due Amount]	
î D	
Posted By	



- 9. Perform the same steps for the other signatory (e.g. Approved By).
- 10. Click on **Preview** at the bottom part and see if it's already okay, otherwise click on **Designer** and make the necessary changes or adjustments.

Purchase Invoices - with Signatori	es X		
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SAMSUNG KEYBOARD PS 2		1.00 UNIT	350.00 350.00
PHILIPPINE PESO FOUR THOUSAND EI	GHT HUNDRED FIFTY ONLY	TOTAL AMOUNT	4,850.00
DELIVERY TERM :		ROUNDING AD	0.00 4,850.00
Posted By		Approved By	
Designer Preview O Scr	ipts Page 1 of 1		80%



11. Click on **Save** > Close the Report Designer window.

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12. Should you want to make the newly created format as default, click the **Default Checkbox** and click **Yes**.

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- Purchase In Reports - Purchase X								
#	Name	2	Default					
<sr>01</sr>	Purchase Invoices	System						
<udr>01</udr>	Purchase Invoices - with Signatories	ADMIN		🔀 Amend				
<sr>02</sr>	Purchase Invoices In BIR2307	System		E Rename				
<sr>03</sr>	•			🕱 Delete				
<sr>04</sr>	Set Default			Import				
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<sr>06</sr>	Set report ' <udr>01' as default?</udr>							
<sr>07</sr>				C Refres				
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13. Back to the Purchase Invoice screen > Click the **Preview drop-down** button > Click **Refresh**.

and New Preview v and New	Print Audit Print Audit Print Trail Barcod	Online Reset View V e Help Settings	View Variants Print	Preview Record Search Record Search	
Save       View       Save       SR>01 - Purchase Invoices         BIL2107/001 - F × Reports - Purchase       SR>02 - Purchase Invoices In BIR2307         Supplier       Purchase Invoices         Details       Supplier       Deliver To         Others       Notes       Files         Image: Supplier       Deliver To       Others         Notes       Files       Info					
Supplier From Term Location Project	Image: Second				
Scan Item Scan Item Stock Coo	Scan Item       Image: Scan Item				



14. You should now see the new format you've just created.





15. Preview the Purchase Invoice using the format you have created.

SAMPLE TRADING, II	IC.(000-11)	1-222-333-0000)					
Unit 806 Pearl of the Orient Tower 1240 Rox	as Blvd., Er	mita Manila, Philip	pines				
Tel : 567-4248 Fax URL : Email : sampletra	: 567-4250 ading@yaho	o.com					
Purchase 1	nvoice						
ALI MANUFACTURING INC		No.	BIL2107/0	01			
10F JAFER PLACE 19 EISENHOWER ST.		Date	07/14/2021				
GREENHILLS SAN JUAN		Reference No.					
		Supplier Inv No.	BIL2107/001				
TEL: 677-89-09 FAX: 677-09-90		Term	60 DAYS				
Attn: Leah Santos							
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SAMSUNG 17 <sup>t</sup> MONITOR	1.00	UNIT 4	,500.00	4,500.00			
SAMSUNG KEYBOARD P5 2	1.00	UNIT	350.00	350.00			
PHILIPPINE PESO FOUR THOUSAND EIGHT HUNDRED FIFTY ONLY		TOTAL AMOUNT		4,850.00			
DELIVERY TERM :		ROUNDING ADJ		0.00			
		NET AMOUNT		4,850.00			
Posted By		Approved By	_				

NOTE:



Should you need further assistance on this please send us an email to <a href="mailto:support@qne.com.ph">support@qne.com.ph</a> or you may log a ticket via <a href="mailto:qne.supportph.freshdesk.com">qne.support@qne.com.ph</a> or you may log a ticket via <a href="mailto:qne.supportph.freshdesk.com">qne.support@qne.com.ph</a> or you may log a ticket via <a href="mailto:qne.support@qne.s