



HOW TO MERGE TWO OR MORE FIELDS ON THE REPORT LAYOUT

Fields are objects that are linked or mapped to their respective *Data Sources*.

You may also create a Custom Field and use it to merge two or more Fields. This custom field is called **Calculated Field**.

Sample Scenario:

Add Company Name, TIN No., and Branch Code above the report title.

Add Company Header here with TIN No. and Branch Code

Date From: 07/01/2021

Date To: 07/21/2021

Agent From:

Agent To:

Customer From:

Customer To:

Area From:

Area To:

Category From:

Category To:

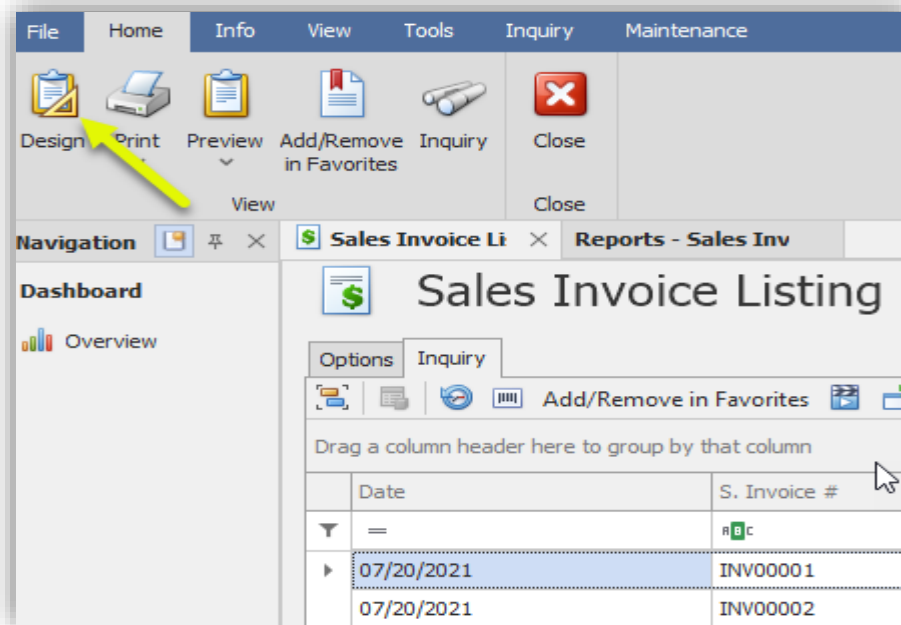
SAMPLE TRADING, INC. (001-222-333)

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DOC #	DATE	CODE	CUSTOMER NAME	TERM	AMOUNT
INV00001	07/20/2021	101-A001	ADVANCE TRADING CORPORATION	30 DAYS	7,672.00
INV00002	07/20/2021	101-B001	BEST TECH ENGINEERING, INC	30 DAYS	5,510.40
2 Records Printed				Total :	13,182.40

Procedure:

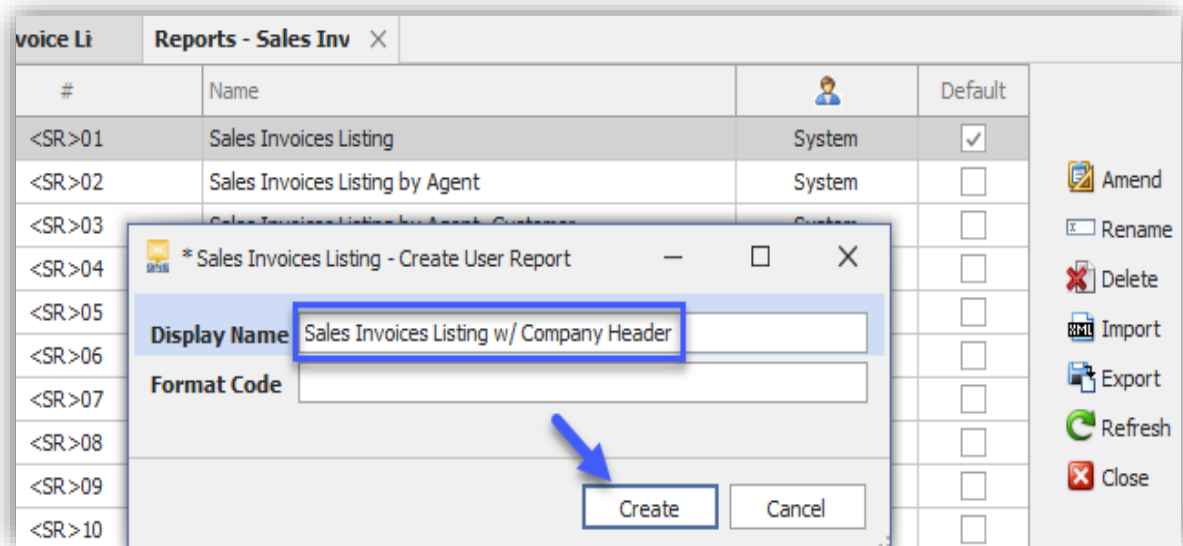
1. On the report or transaction screen (in our scenario it's the Sales Invoice Listing), click the **Design** button.



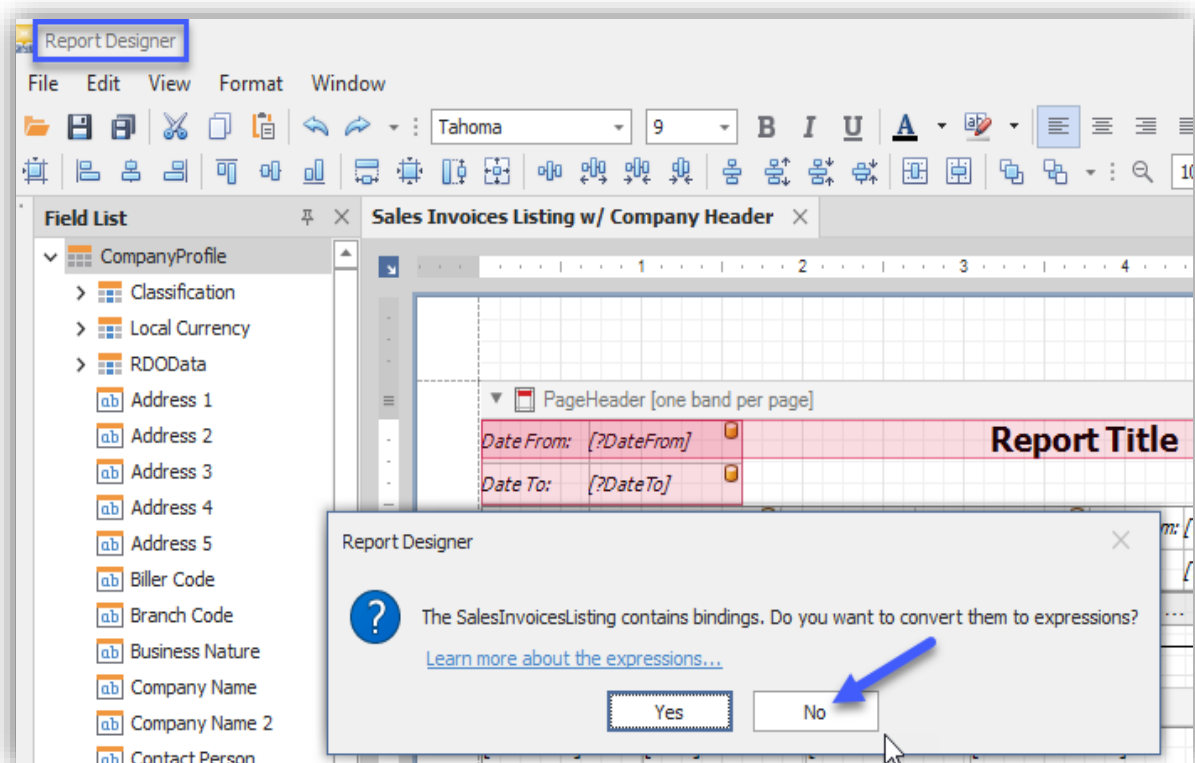
2. Click to select the format (as your template) you wish to modify/customize > Click **Amend**.

#	Name		Default	
<SR>01	Sales Invoices Listing	System	☒	
<SR>02	Sales Invoices Listing by Agent	System	☐	 Amend
<SR>03	Sales Invoices Listing by Agent, Customer	System	☐	 Rename
<SR>04	Sales Invoices Listing by Currency	System	☐	 Delete

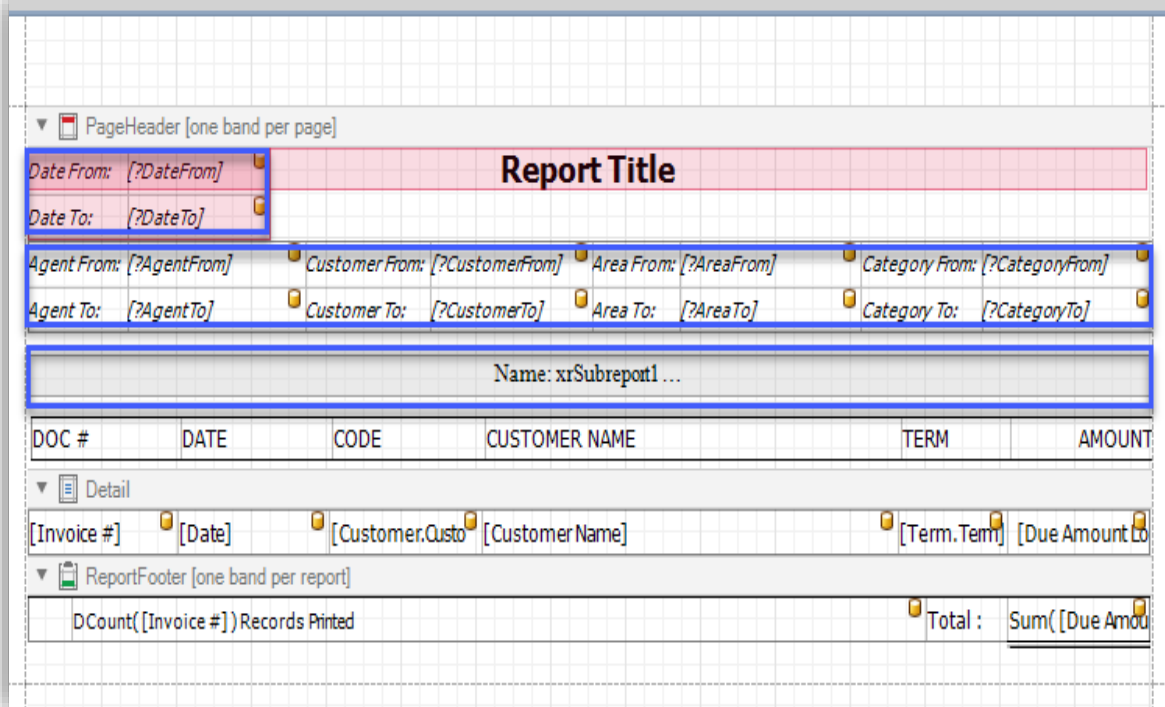
3. Type a new display name (e.g. Sales Invoice Listing w/ Company Header) > Click **Create**.



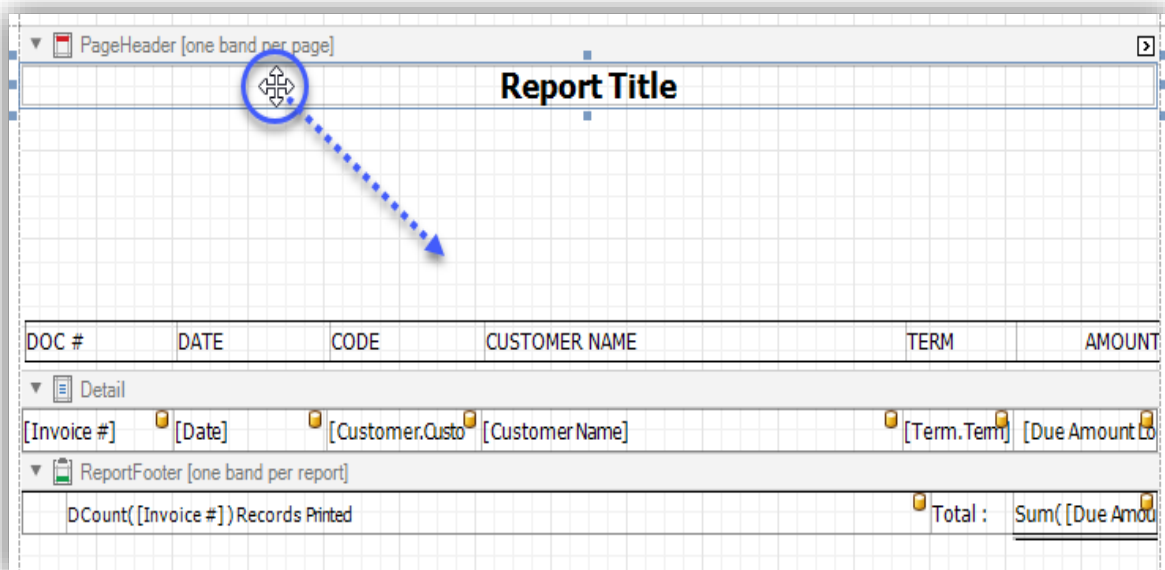
4. On the Report Designer window, click **No** on the prompt.



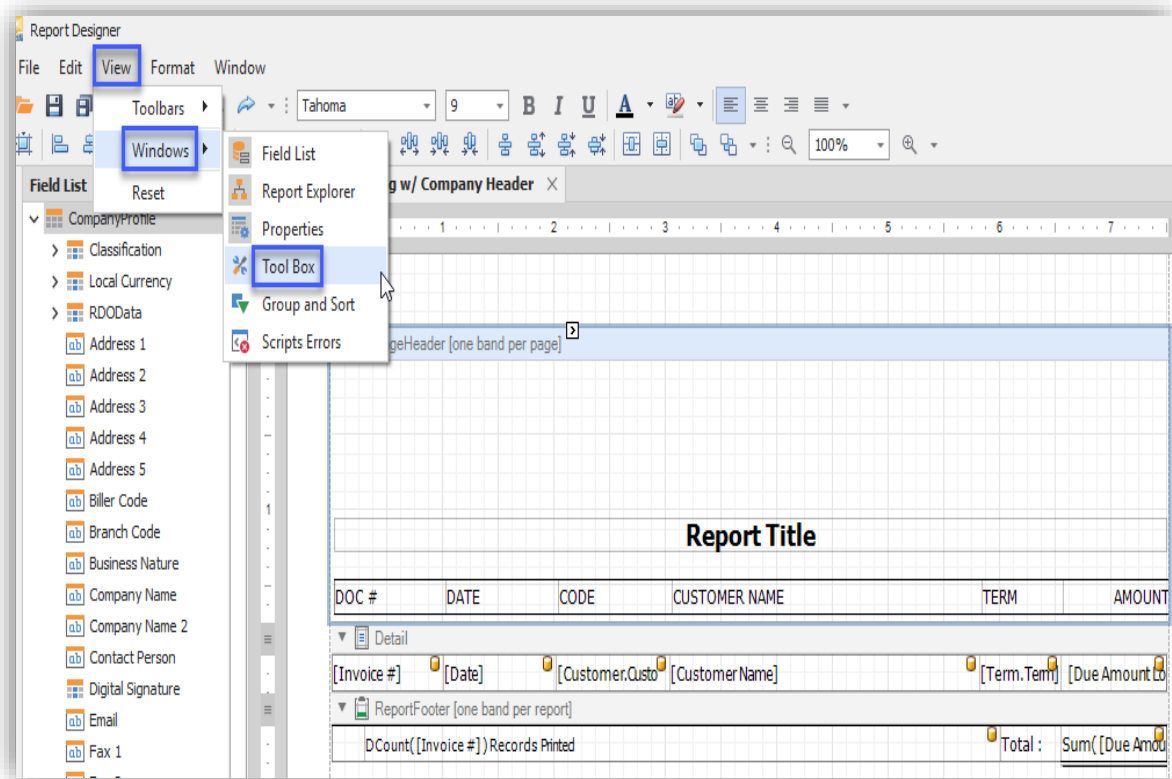
- In this guide, we will just delete the highlighted below (click and press Delete on your keyboard).



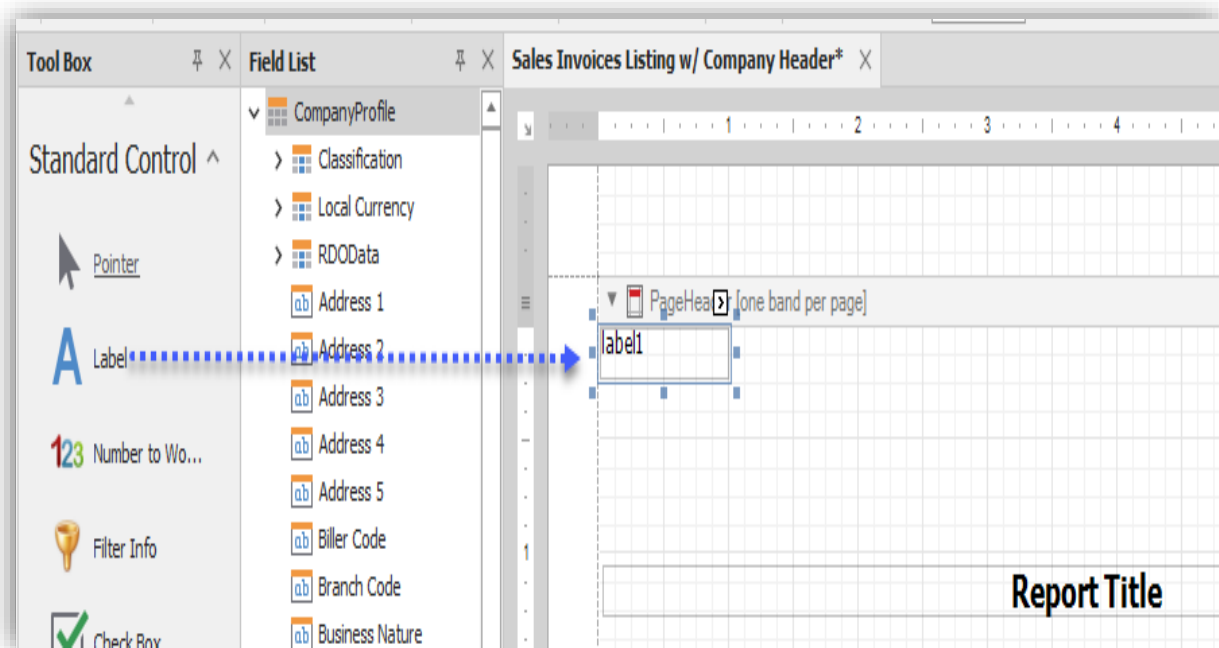
- Drag and drop the Report Title to the lower part to give space for the Company Header on the upper part.



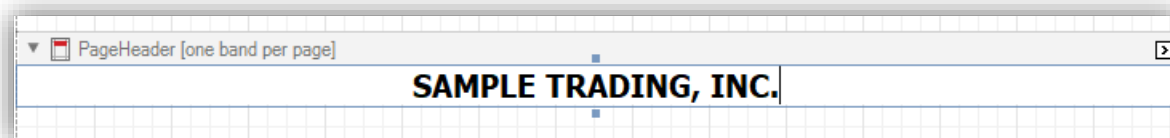
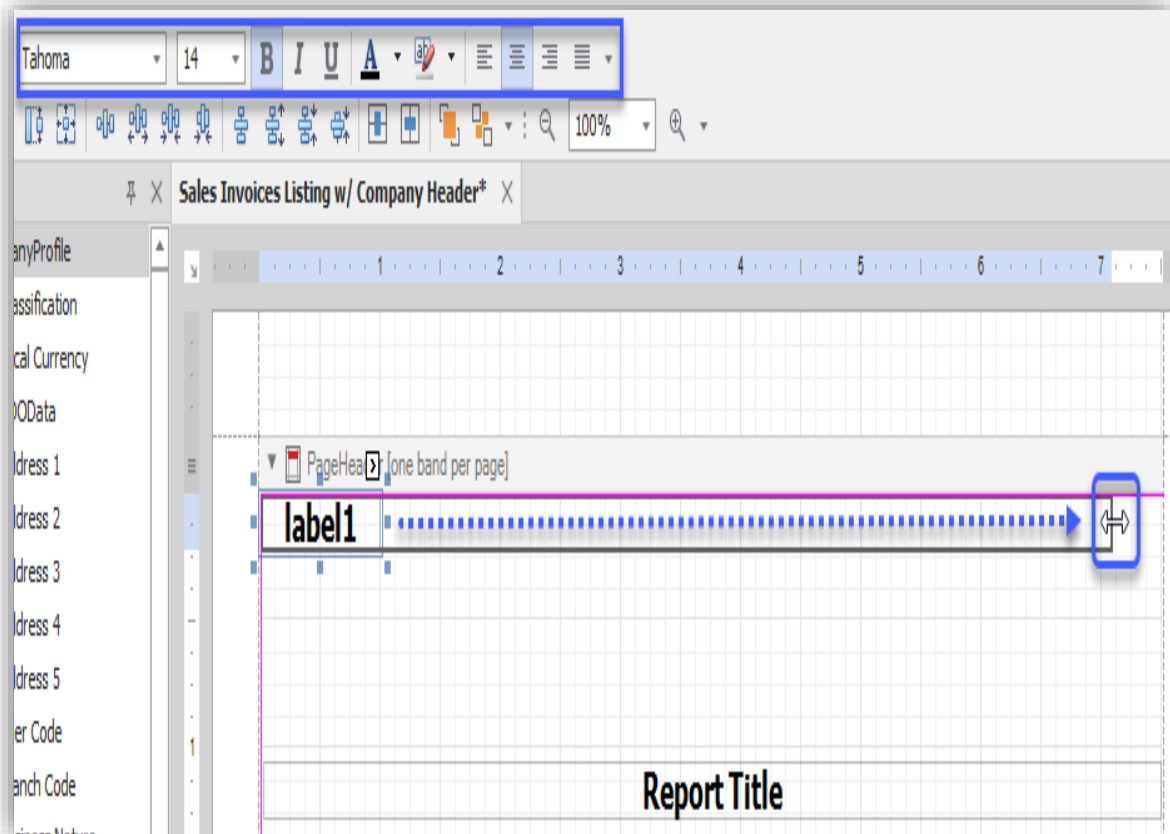
7. Go to View > Windows > Tool Box to show the Tool Box Pane.



8. Click on **Label** > Drag and drop it to the desired area.

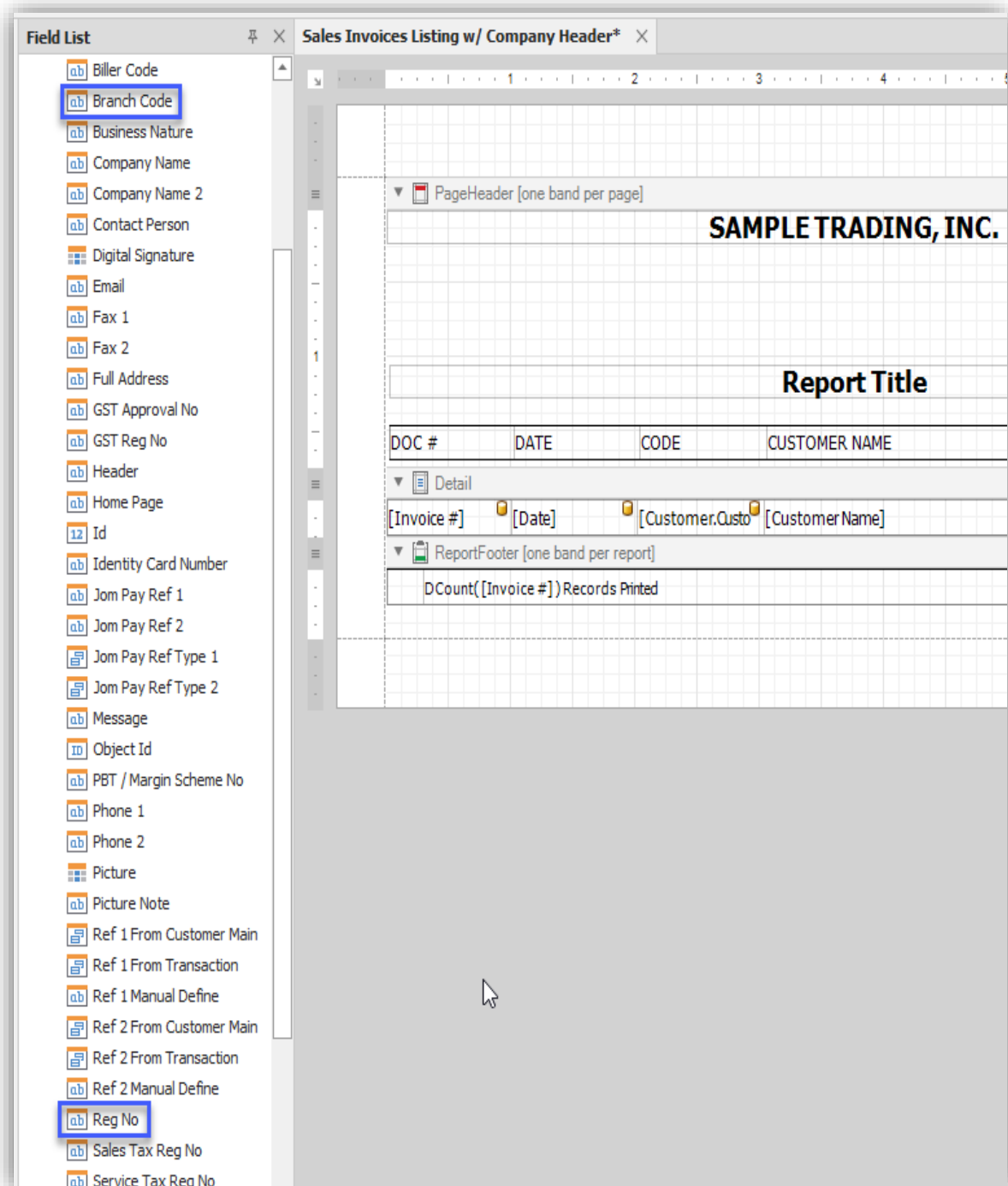


9. Adjust the length of the Label box and you may also format the Font style, size, etc. Edit the label to your Company Name.

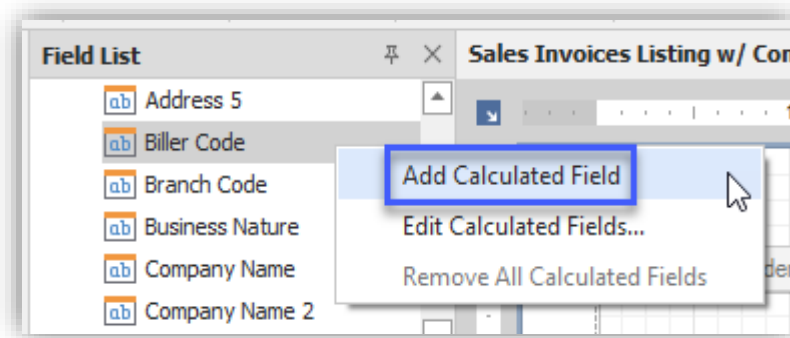


10. Next is the TIN and Branch Code, this is where we will create a **Calculated Field**.

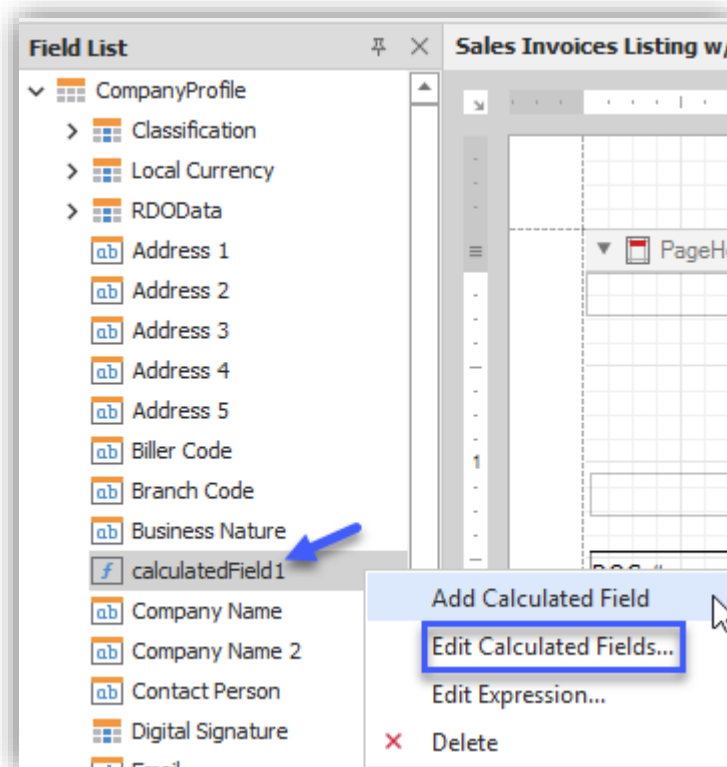
In the **Field List** pane, look for Reg No and Branch Code, as they are two separate fields, we will use Calculated Field to merge (concatenate) them into one Custom Field.



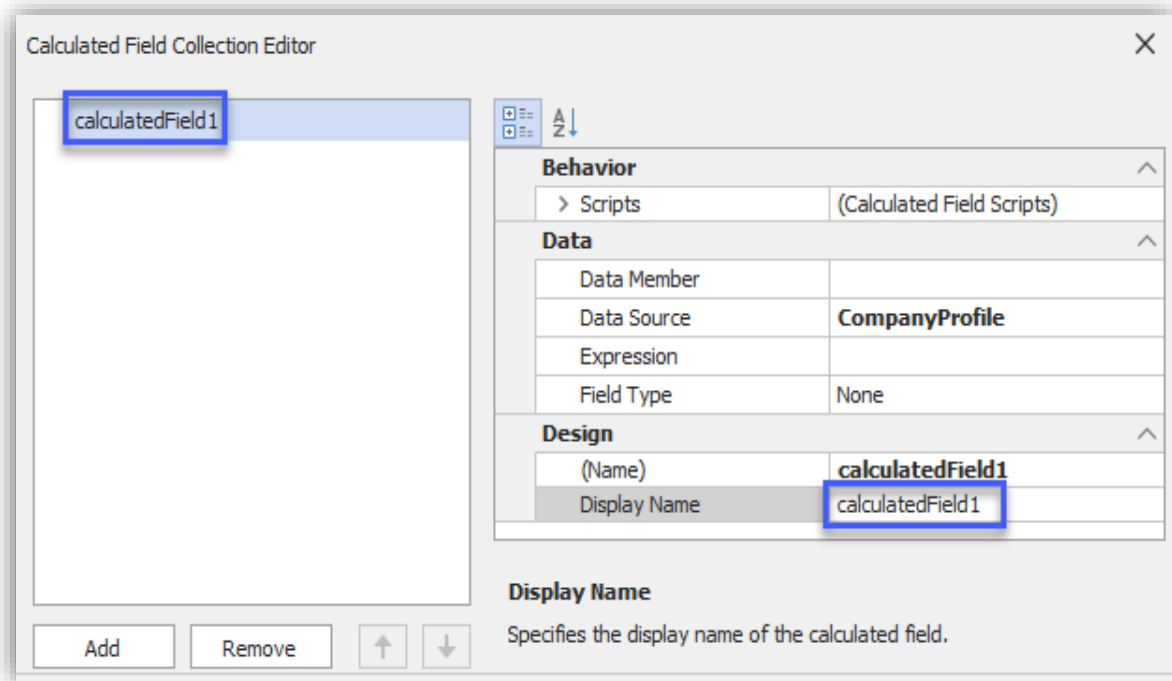
11. In the Field List pane, right-click on any area and click on **Add Calculated Field**.



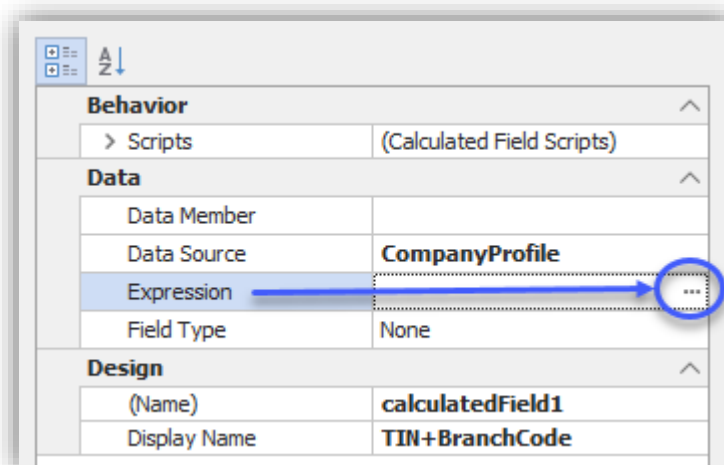
12. Right-click on any area and click on **Edit Calculated Fields**.



13. Ensure to select the correct Calculated Field. You may change it to your desired Display Name (e.g. TIN+BranchCode).



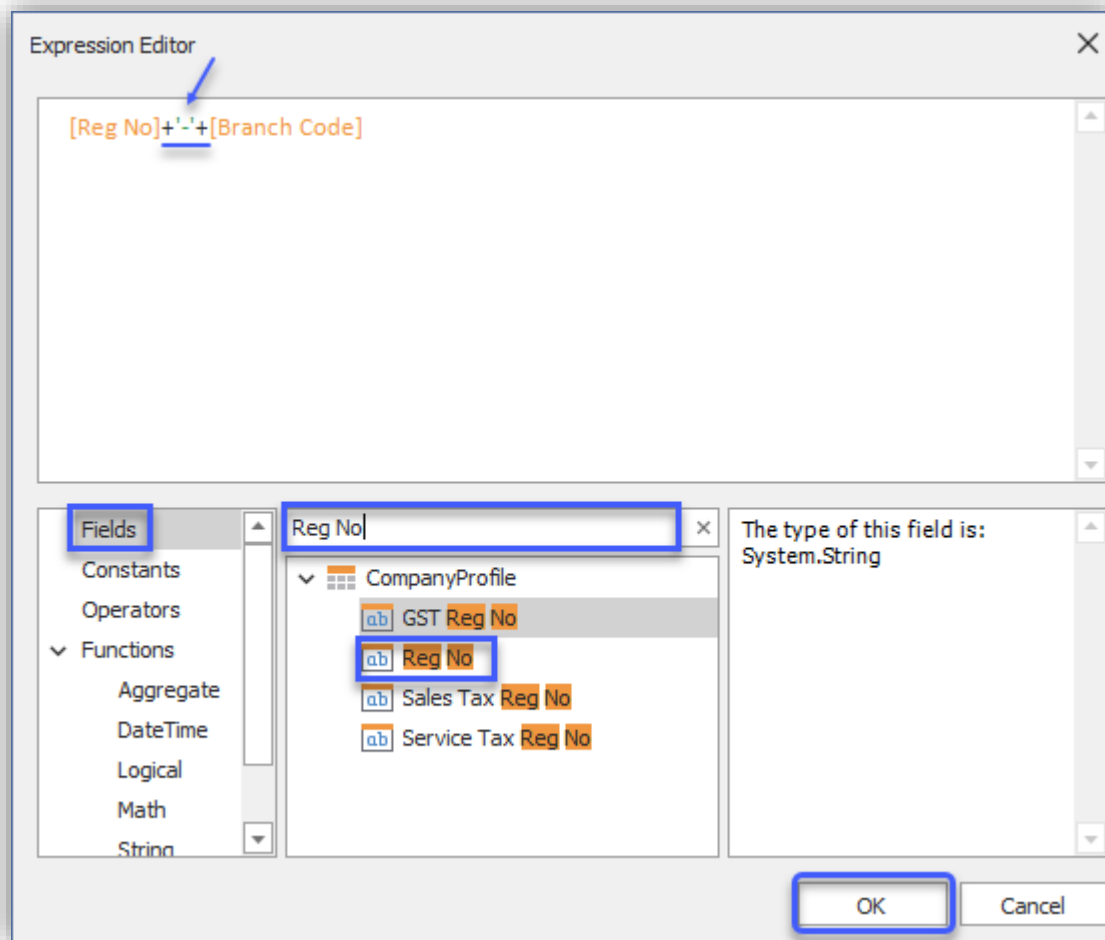
14. Click the Ellipsis icon (...) for **Expression**.



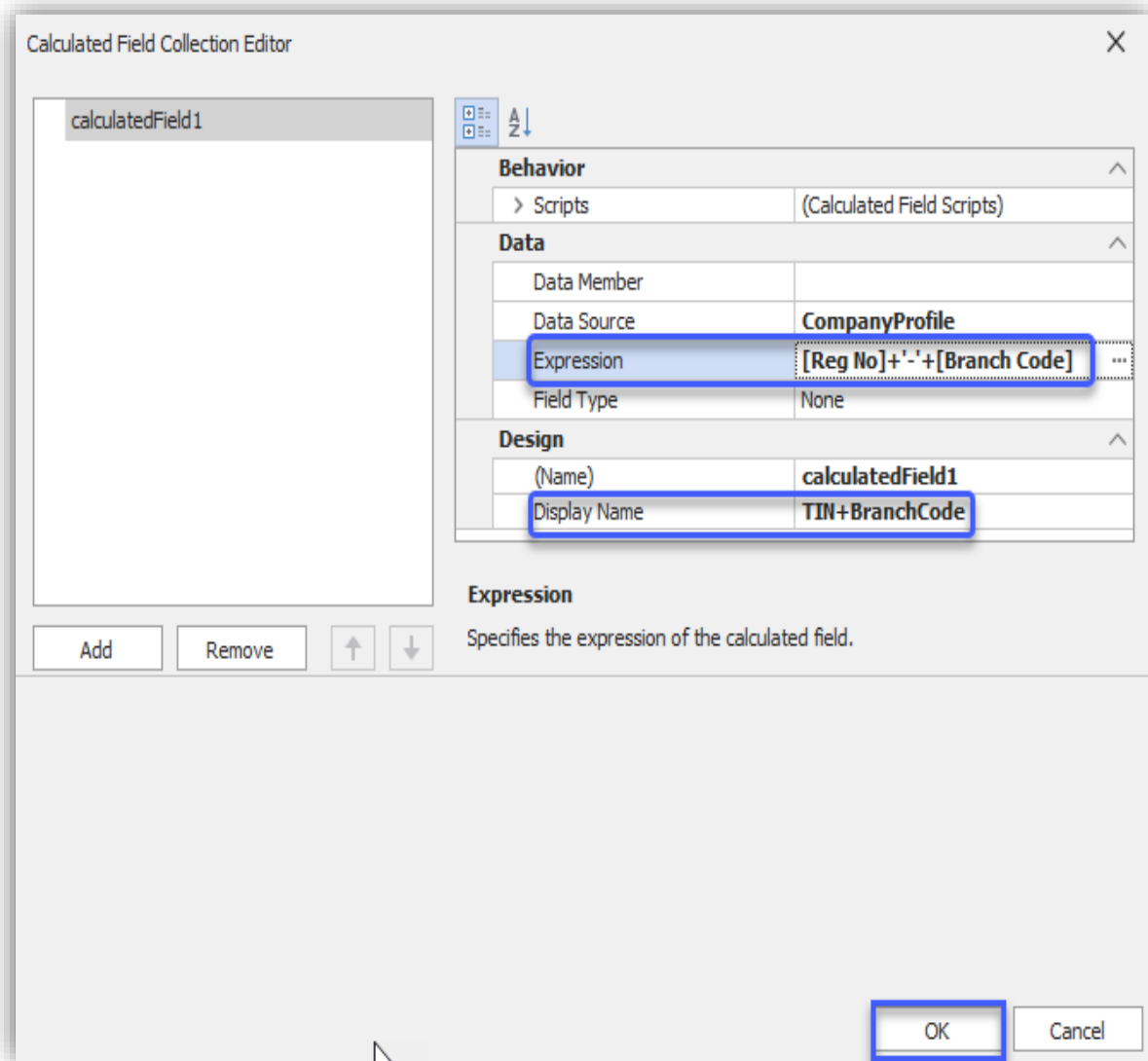
15. Select **Fields** > Search for **Reg No** and double-click it > Type **+'-'** > Search for **Branch Code** and double-click it > Click OK.

The expression should be like this:

[Reg No]+'-'[Branch Code]



16. At this point, you have already constructed the Expression and changed the Display Name. Click **OK**.



Calculated Field Collection Editor

calculatedField1

Behavior

> Scripts (Calculated Field Scripts)

Data

Data Member	
Data Source	CompanyProfile
Expression	[Reg No]+'-[Branch Code]
Field Type	None

Design

(Name)	calculatedField1
Display Name	TIN+BranchCode

Expression

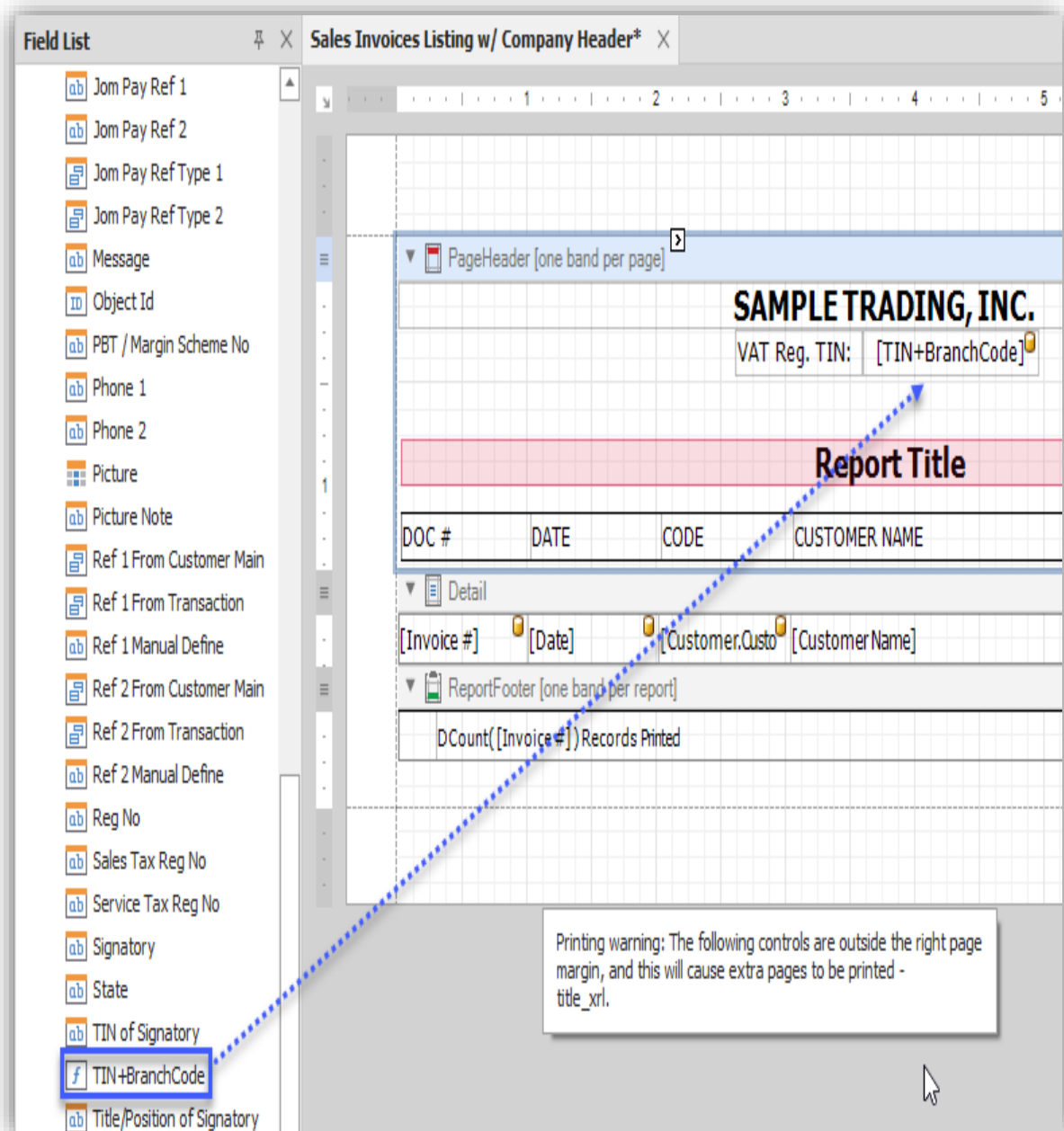
Specifies the expression of the calculated field.

Add Remove ↑ ↓

OK Cancel

17. Look for the Calculated Field you've just created and drag & drop it to the desired area.

Note: Added a Label for 'VAT Reg. TIN:'



Field List

- Jom Pay Ref 1
- Jom Pay Ref 2
- Jom Pay RefType 1
- Jom Pay RefType 2
- Message
- Object Id
- PBT / Margin Scheme No
- Phone 1
- Phone 2
- Picture
- Picture Note
- Ref 1 From Customer Main
- Ref 1 From Transaction
- Ref 1 Manual Define
- Ref 2 From Customer Main
- Ref 2 From Transaction
- Ref 2 Manual Define
- Reg No
- Sales Tax Reg No
- Service Tax Reg No
- Signatory
- State
- TIN of Signatory
- TIN+BranchCode**
- Title/Position of Signatory

Sales Invoices Listing w/ Company Header*

PageHeader [one band per page]

SAMPLE TRADING, INC.

VAT Reg. TIN: [TIN+BranchCode]

Report Title

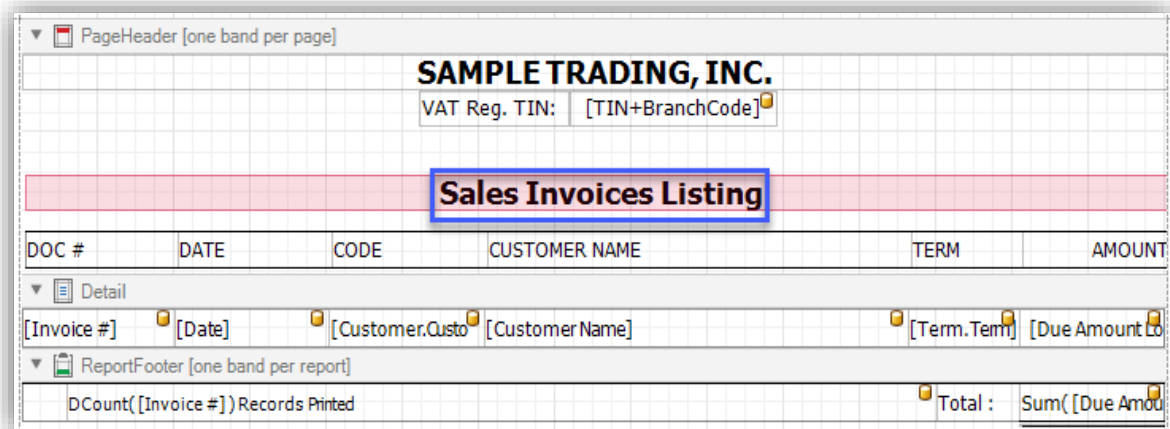
DOC #	DATE	CODE	CUSTOMER NAME
[Invoice #]	[Date]	[Customer.Custo]	[Customer Name]

ReportFooter [one band per report]

DCount([Invoice#]) Records Printed

Printing warning: The following controls are outside the right page margin, and this will cause extra pages to be printed - title_xrl.

18. Edit/rename the Report Title.



PageHeader [one band per page]

SAMPLE TRADING, INC.
VAT Reg. TIN: [TIN+BranchCode]

Sales Invoices Listing

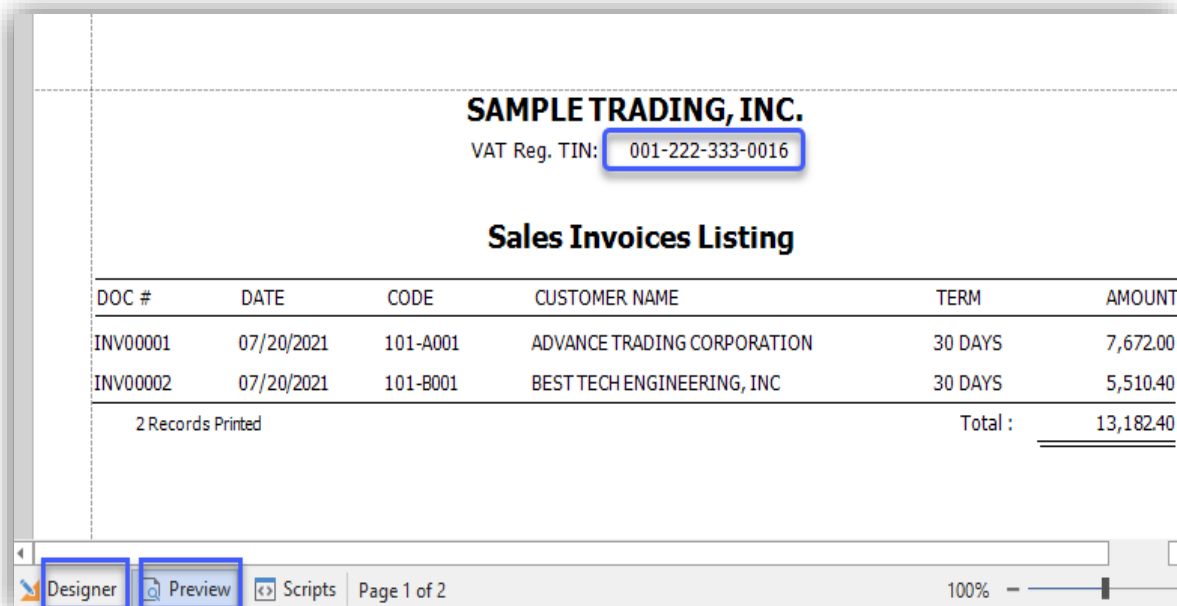
DOC #	DATE	CODE	CUSTOMER NAME	TERM	AMOUNT
[Invoice #]	[Date]	[Customer.Custo]	[Customer Name]	[Term.Term]	[Due Amount]

ReportFooter [one band per report]

DCount([Invoice #]) Records Printed

Total : Sum([Due Amount])

19. Click on **Preview** at the bottom part and see if it's already okay, otherwise click back on **Designer** and make the necessary changes (e.g. Spacing, Alignment, Etc.).



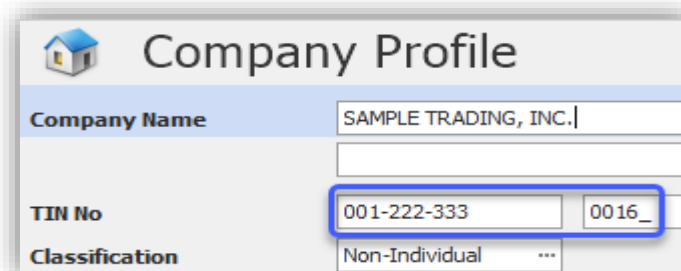
SAMPLE TRADING, INC.
VAT Reg. TIN: 001-222-333-0016

Sales Invoices Listing

DOC #	DATE	CODE	CUSTOMER NAME	TERM	AMOUNT
INV00001	07/20/2021	101-A001	ADVANCE TRADING CORPORATION	30 DAYS	7,672.00
INV00002	07/20/2021	101-B001	BEST TECH ENGINEERING, INC	30 DAYS	5,510.40
2 Records Printed					Total : 13,182.40

Designer Preview Scripts Page 1 of 2 100%

Below are the TIN and the Branch Code from the *Company Profile* for reference.



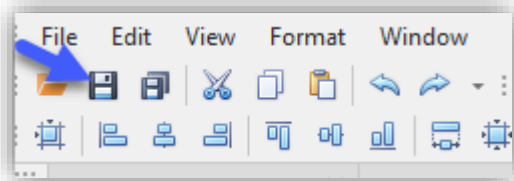
Company Profile

Company Name: SAMPLE TRADING, INC.

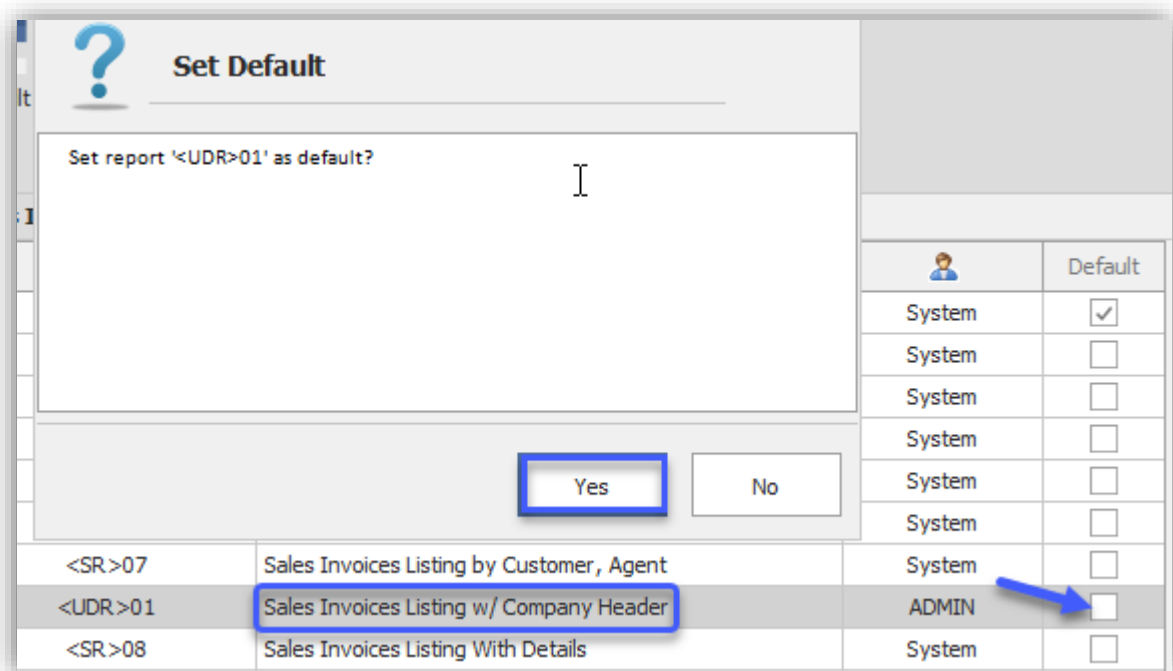
TIN No: 001-222-333 0016_

Classification: Non-Individual

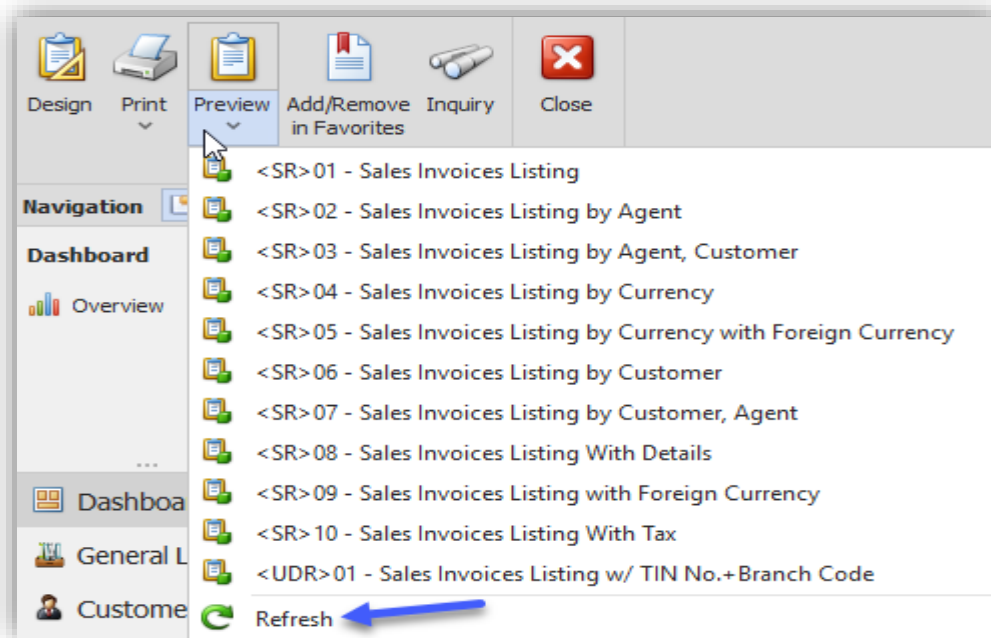
20. Click on **Save** to save your work > Close the Report Designer window.



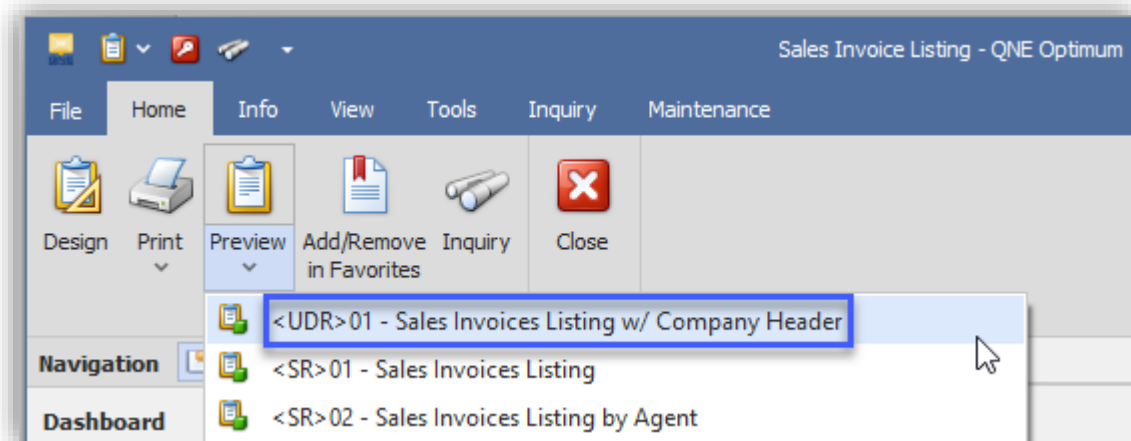
21. Should you want to make the newly created format as default, click the **Default Checkbox** and click **Yes**.



22. Back to the Sales Invoice Listing screen > Click the **Preview** drop-down button > Click **Refresh**.



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



NOTE:



Should you need further assistance on this please send us an email to support@qne.com.ph or you may log a ticket via qnesupportph.freshdesk.com