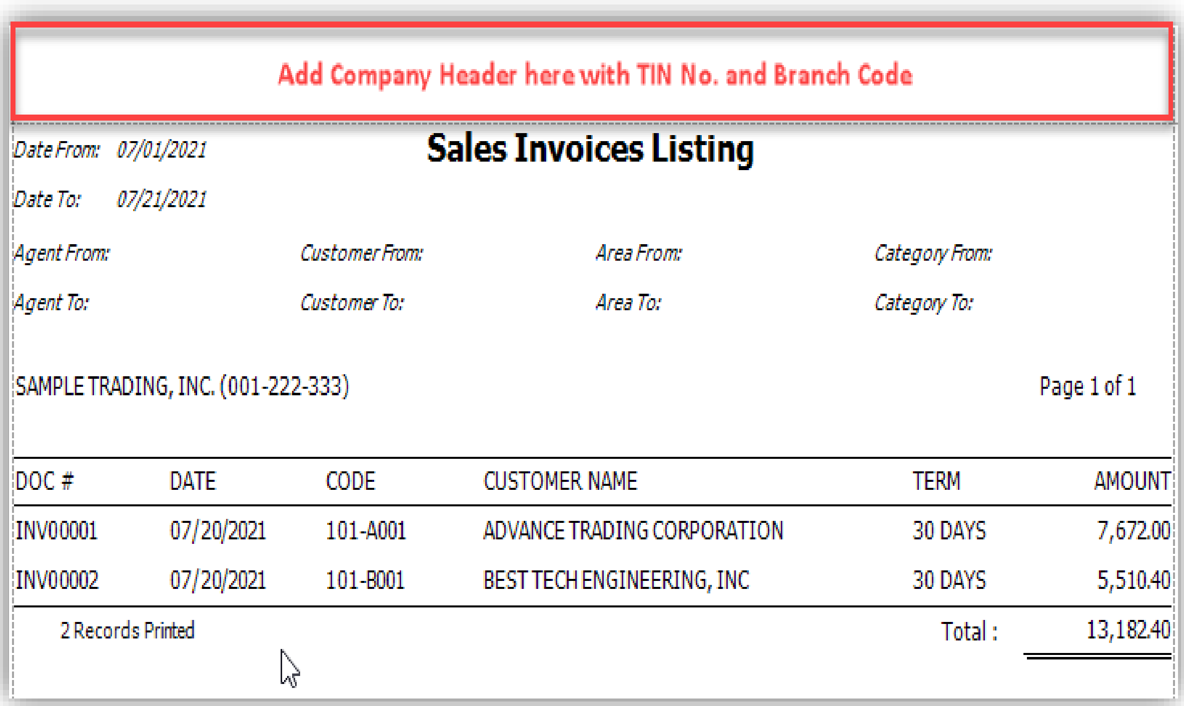
HOW TO MERGE TWO OR MORE FIELDS ON THE REPORT LAYOUT

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

Sales Invoices Listing

Date From: 07/01/2021
Date To: 07/21/2021

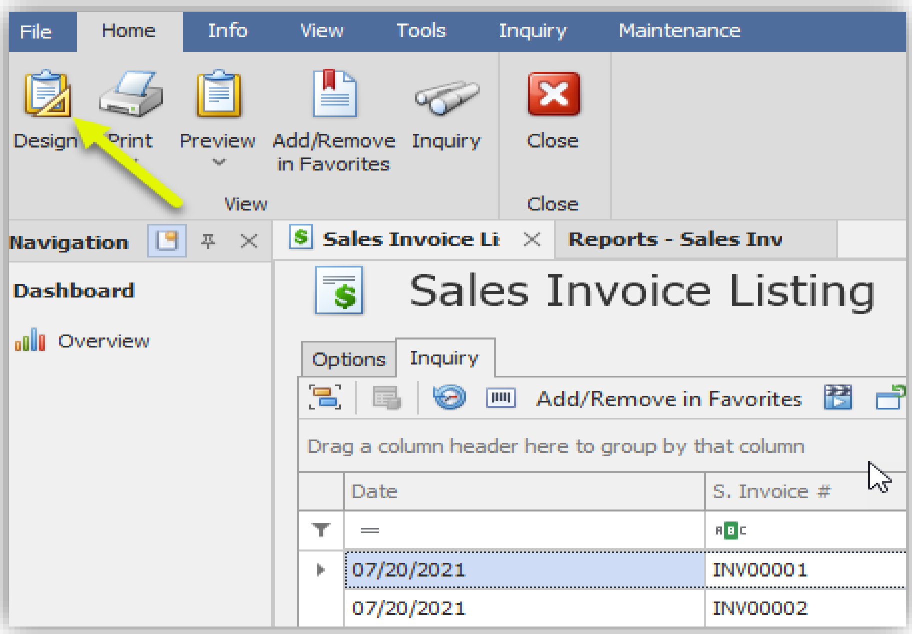
Agent From: Customer From: Area From: Category From:
Agent To: Customer To: Area To: Category To:

SAMPLE TRADING, INC. (001-222-333) Page 1 of 1

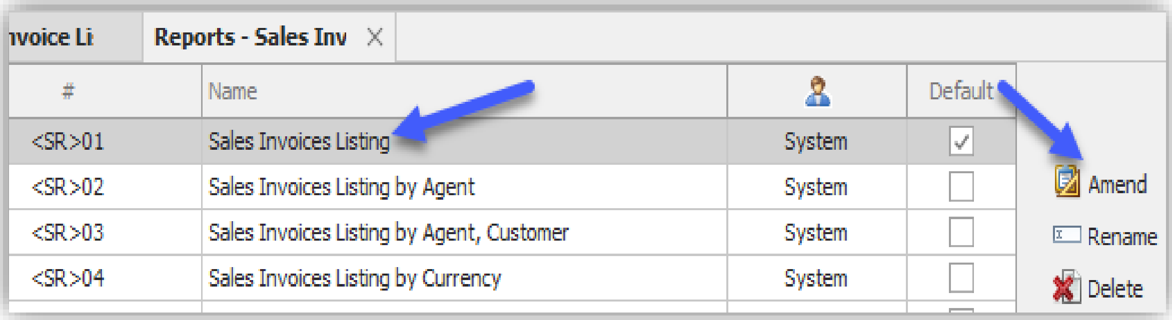
DOC #	DATE	CODE	CUSTOMER NAME	TERM	AMOUNT
INV00001	07/20/2021	101-A001	ADVANCE TRADING CORPORATION	30 DAYS	7,672.00
INV00002	07/20/2021	101-B001	BEST TECH ENGINEERING, INC	30 DAYS	5,510.40
2 Records Printed				Total :	13,182.40

Procedure:

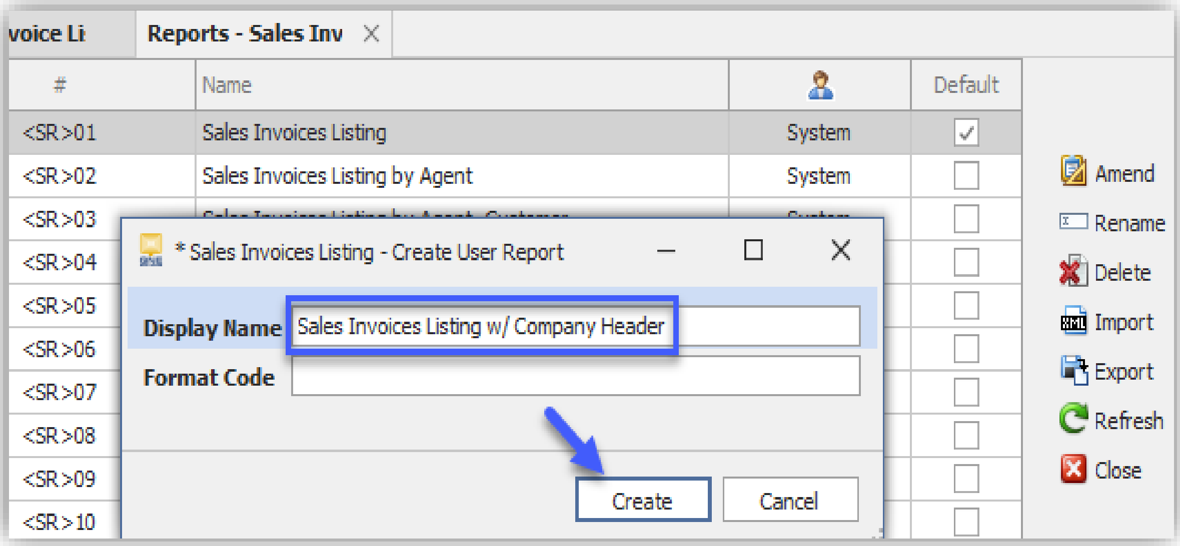
1. On the report or transaction screen (in our scenario it's the Sales Invoice Listing), click the **Design** button.



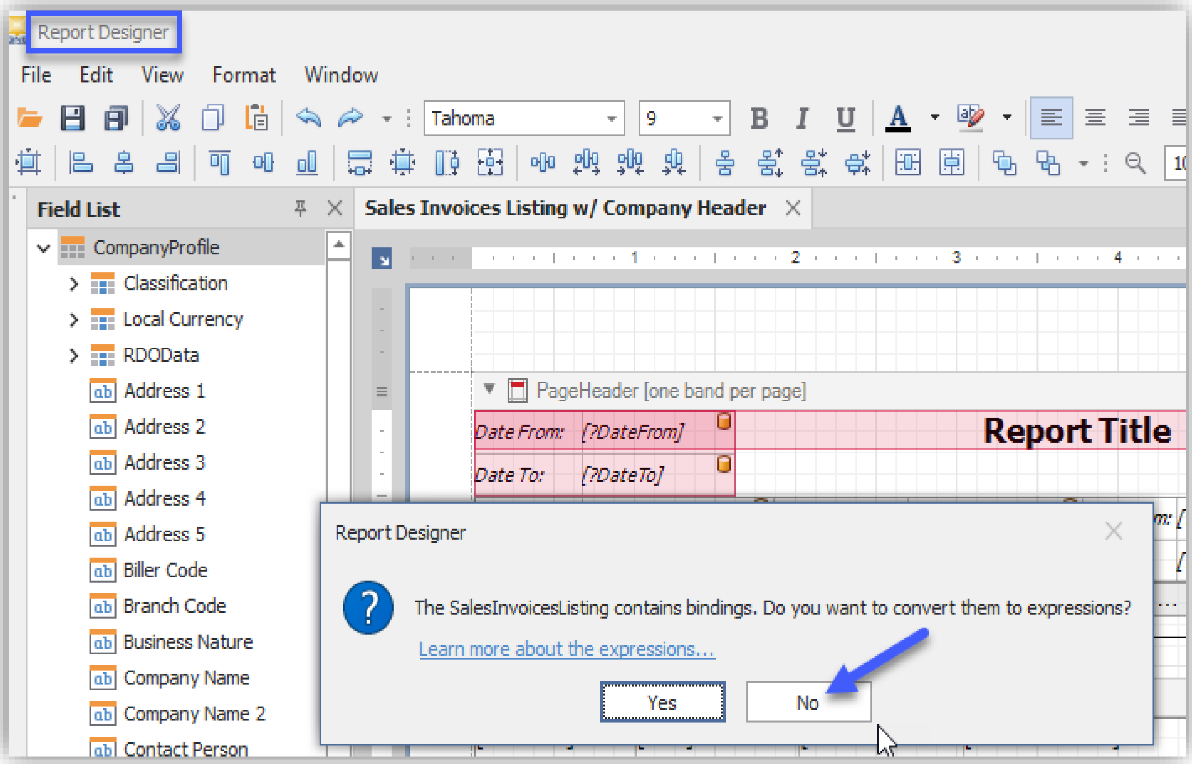
2. Click to select the format (as your template) you wish to modify/customize > Click **Amend**.



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.



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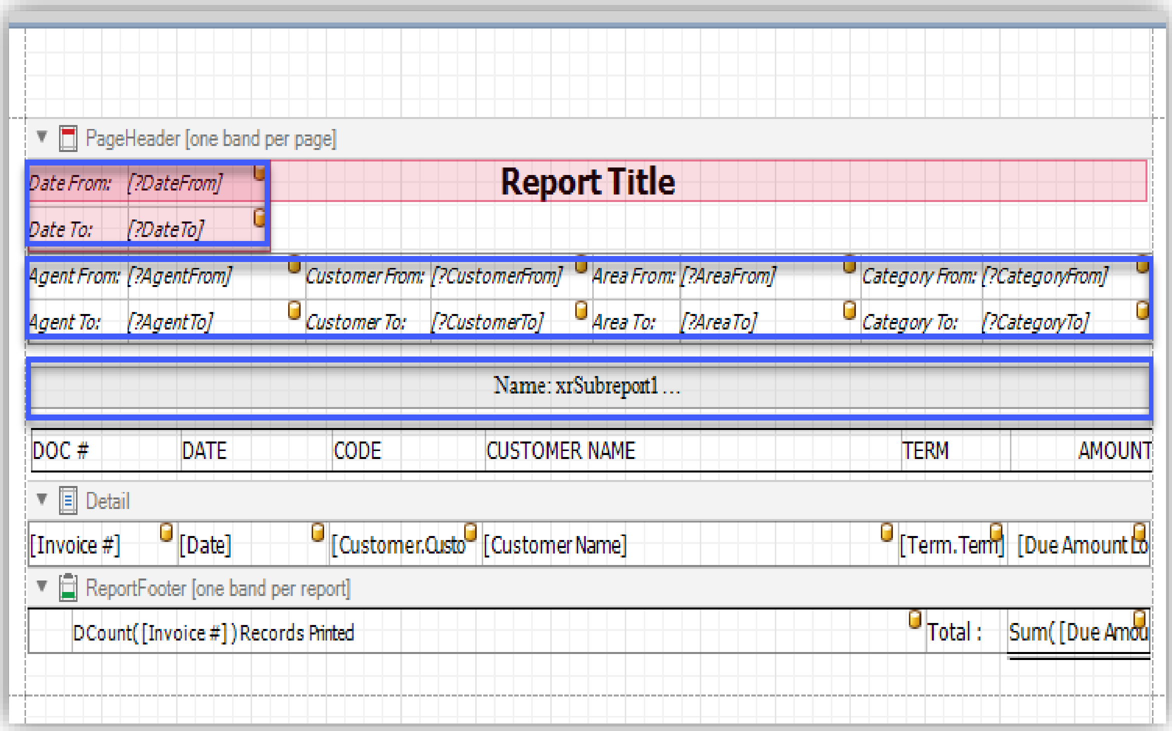
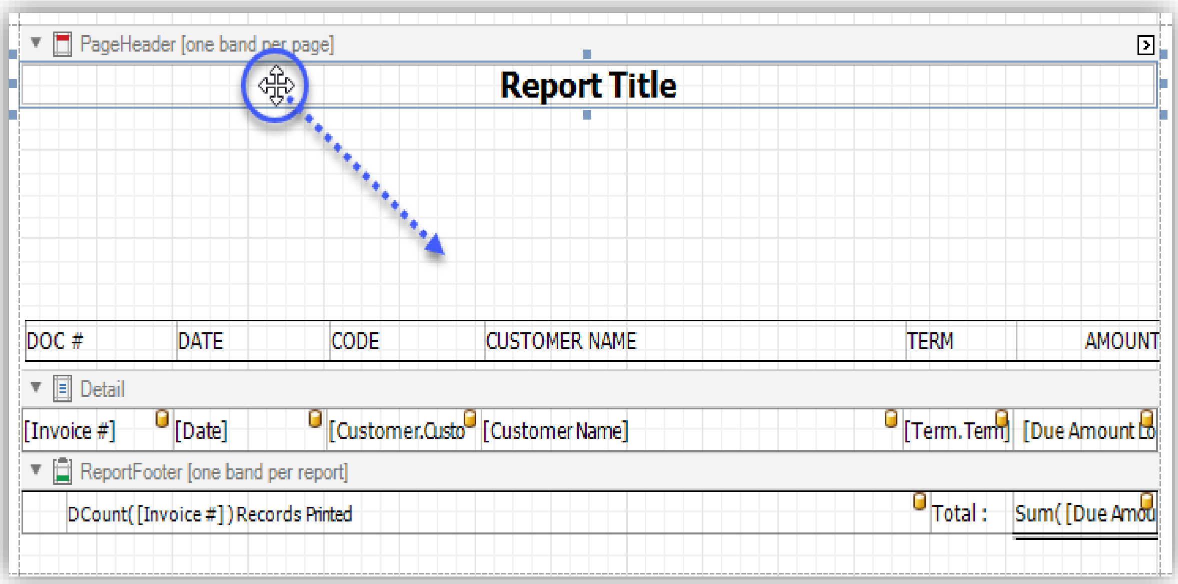
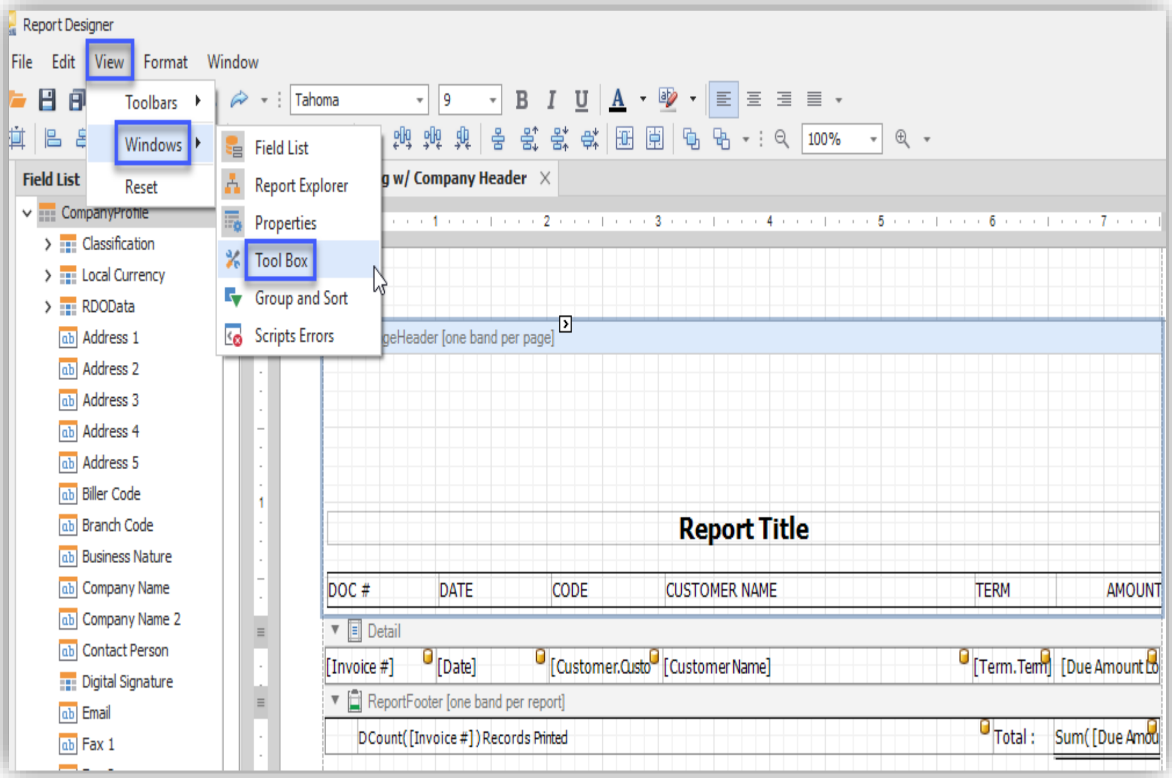
5. In this guide, we will just delete the highlighted below (click and press Delete on your keyboard).



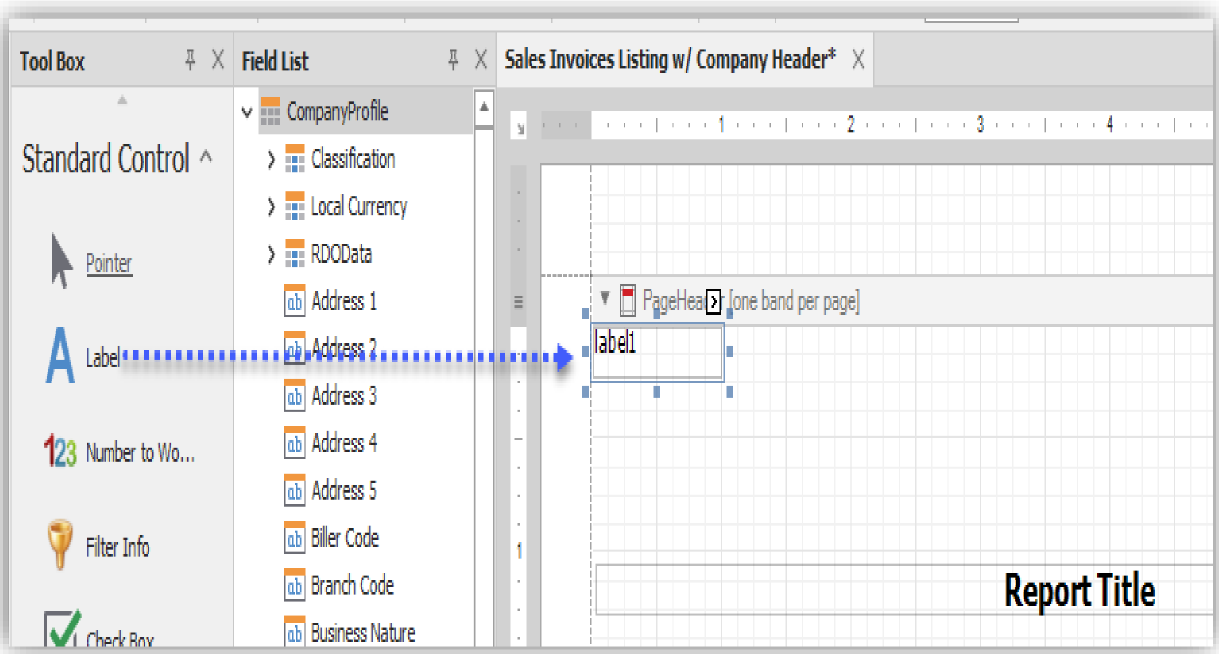
6. Drag and drop the Report Title to the lower part to give space for the Company Header on the upper part.



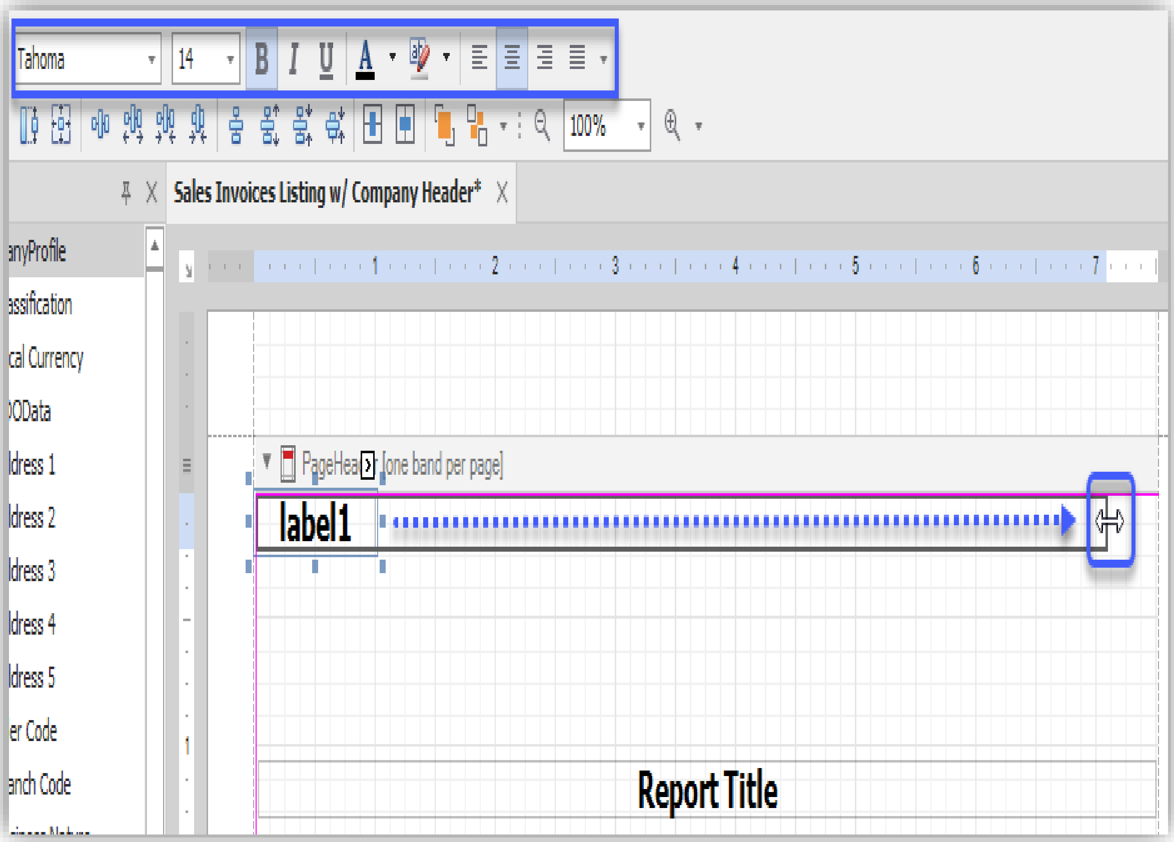
7. Go to View > Windows > Tool Box to show the **Tool Box Pane**.

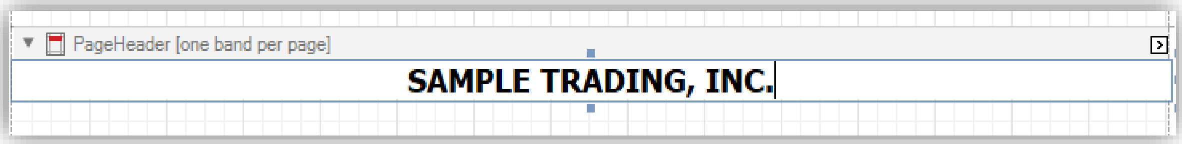


8. Click on **Label** > Drag and drop it to the desired area.

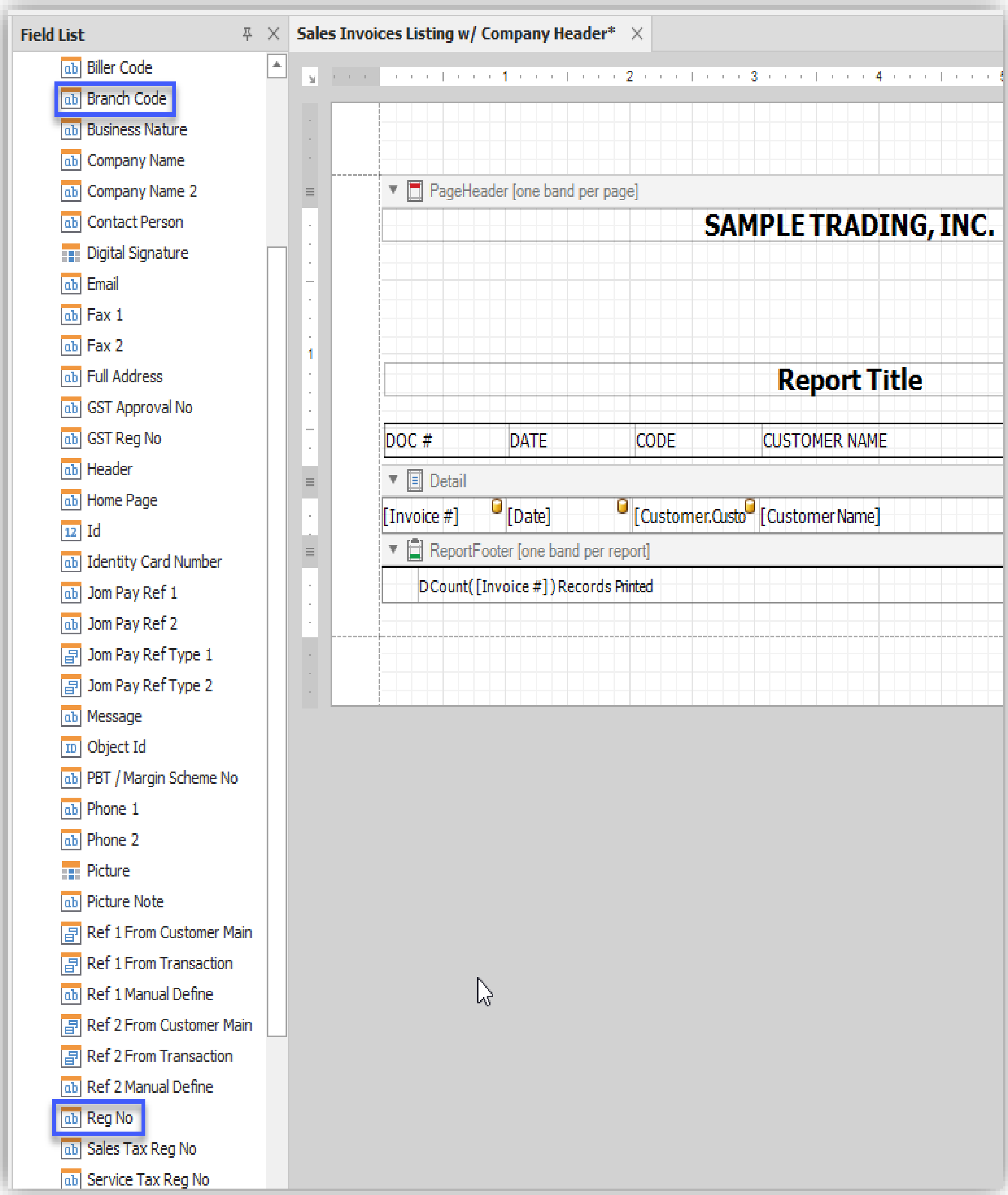


9. Adjust the length of the Label box and you may also format the Font style, size, etc. Edit the label to your Company Name.

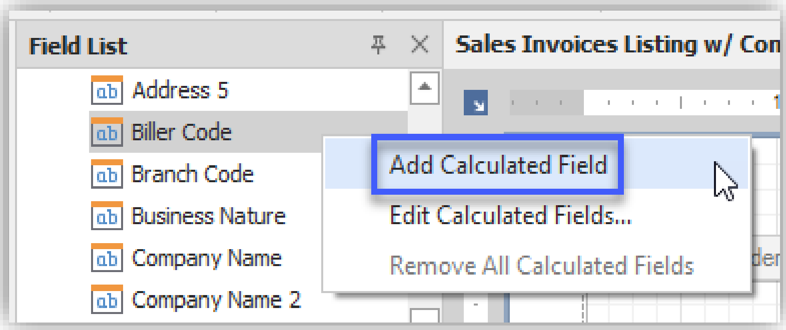




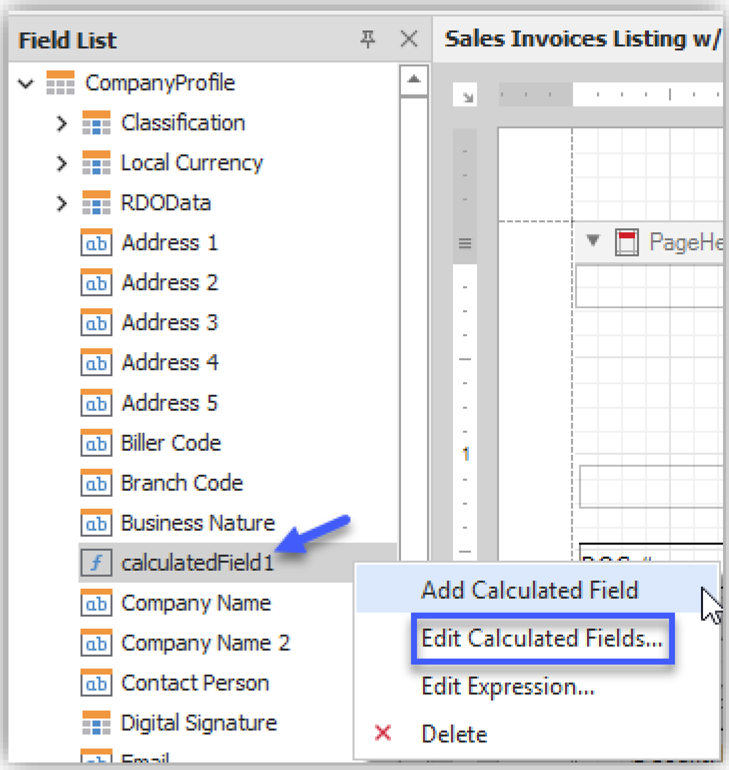
10. Next is the TIN and Branch Code, this is where we will create a **Calculated Field**.
    In the **Field List** pane, look for Reg No and Branch Code, as they are two separate fields, we will use Calculated Field to merge (concatenate) them into one Custom Field.



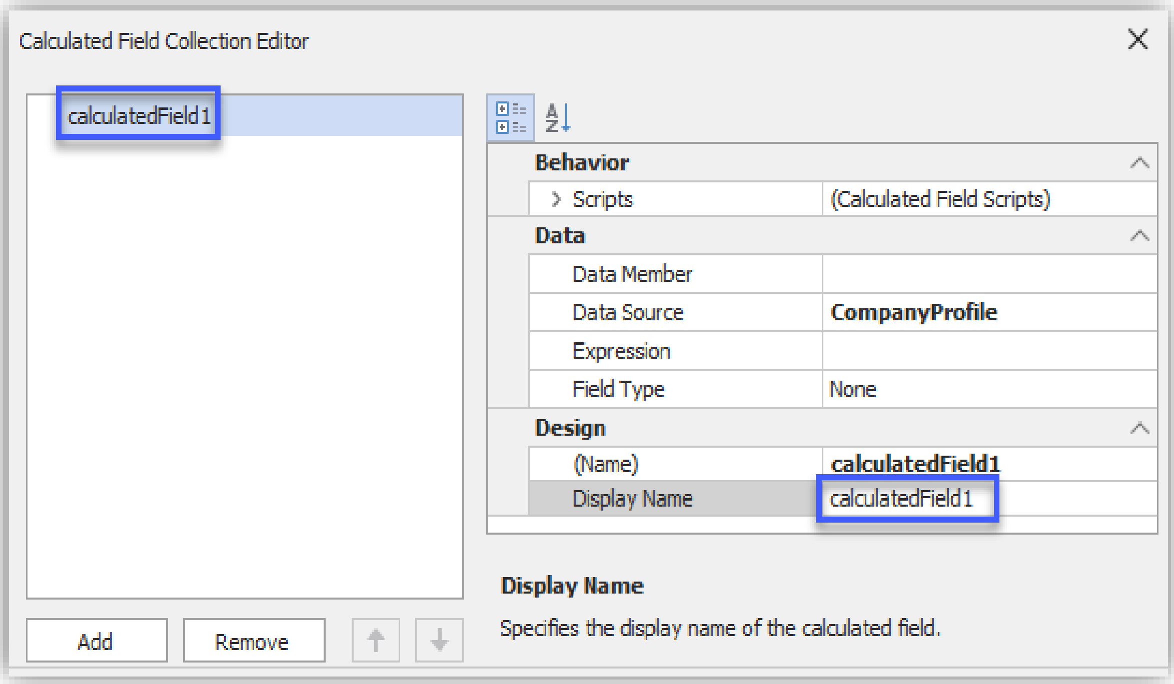
11. In the Field List pane, right-click on any area and click on **Add Calculated Field**.



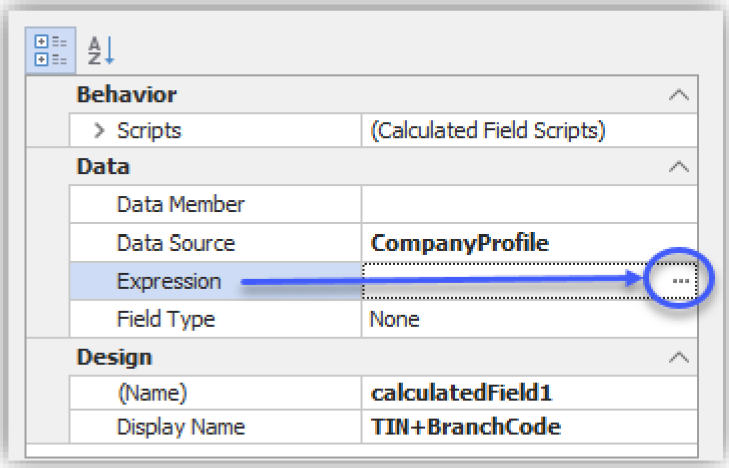
12. Right-click on any area and click on **Edit Calculated Fields**.



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



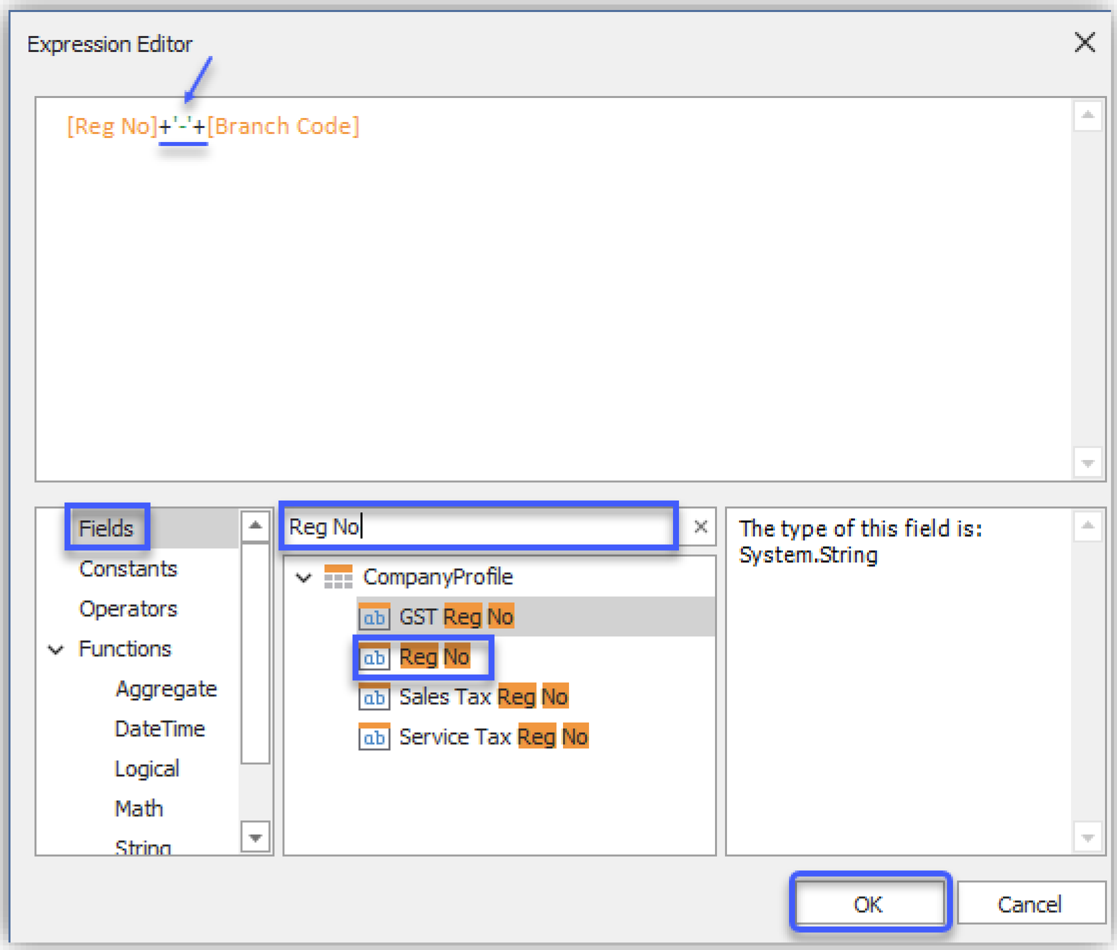
14. Click the Ellipsis icon (...) for **Expression**.



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]



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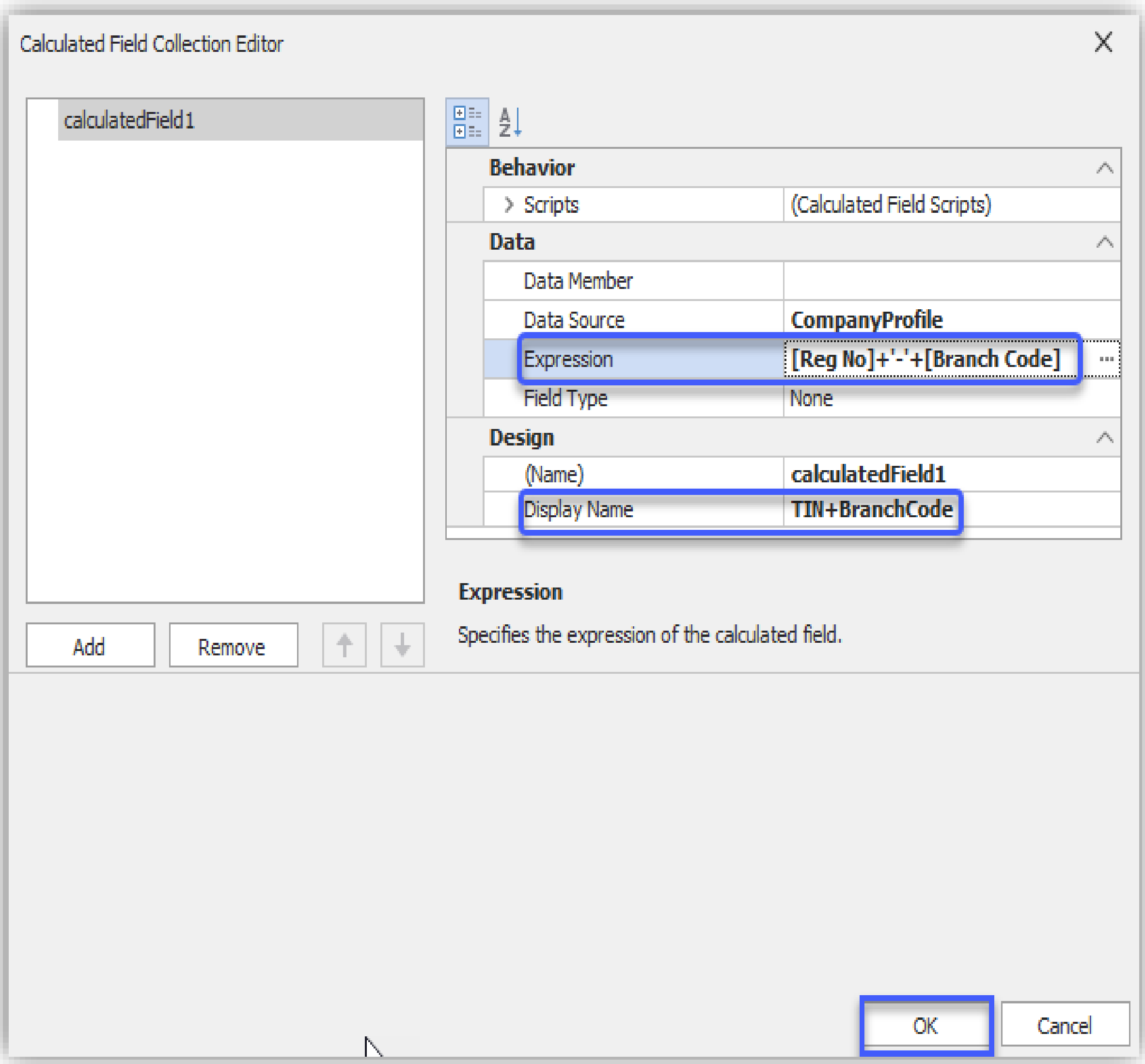
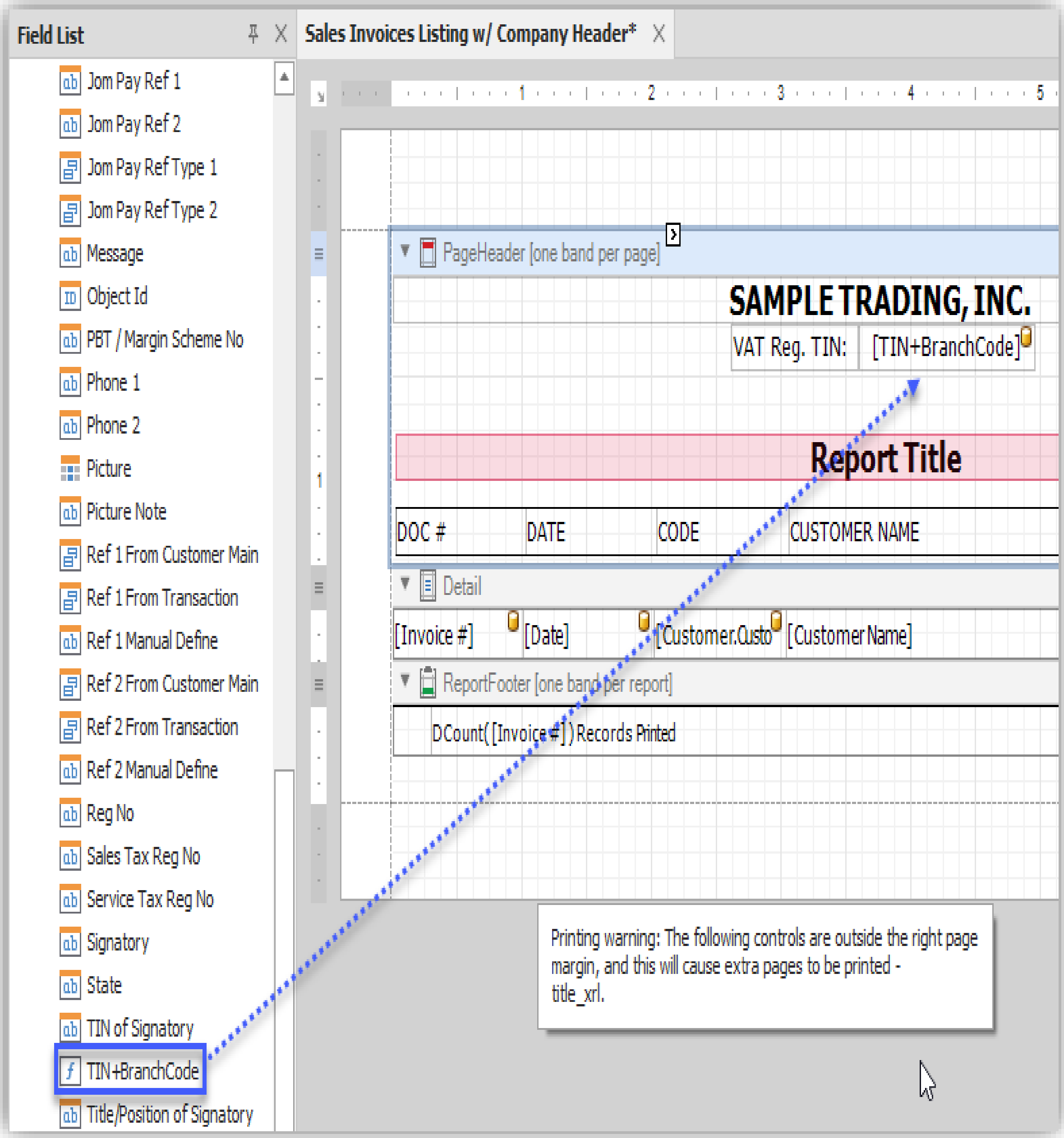
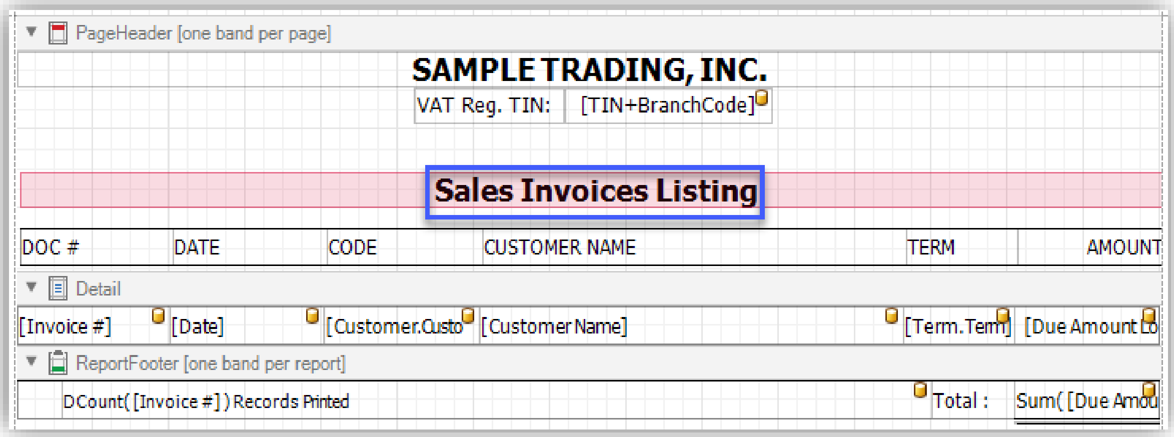
16. At this point, you have already constructed the Expression and changed the Display Name. Click **OK**.



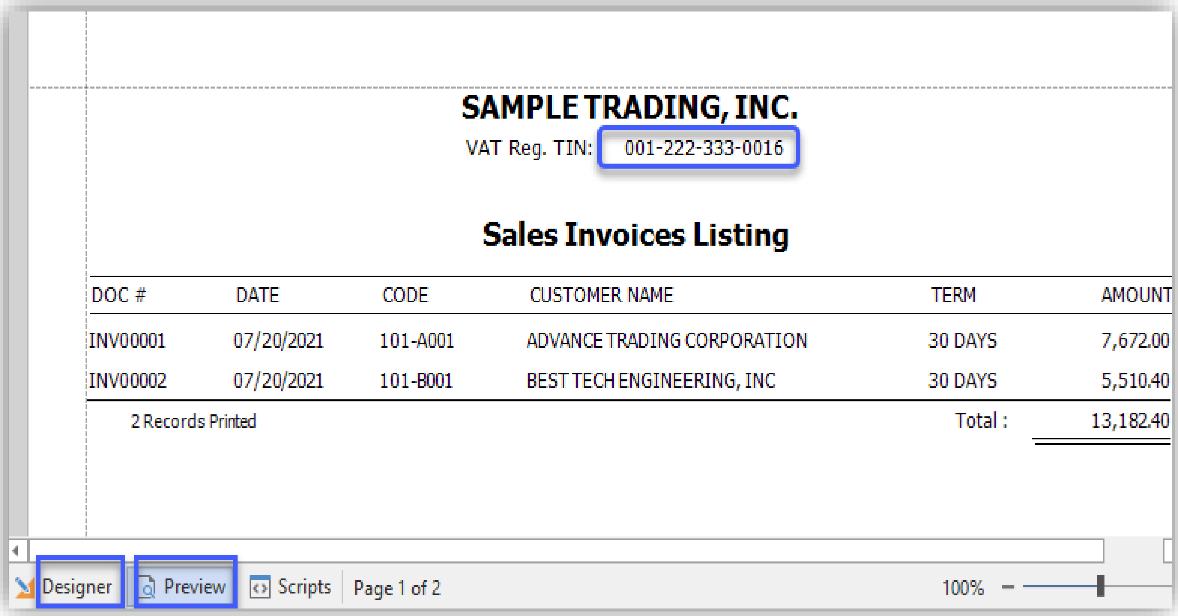
17. Look for the Calculated Field you've just created and drag & drop it to the desired area.
    Note: Added a Label for 'VAT Reg. TIN:'



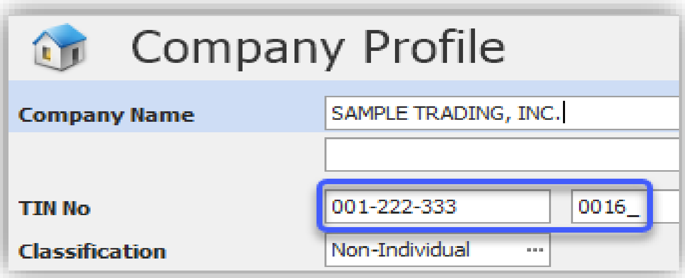
18. Edit/rename the Report Title.



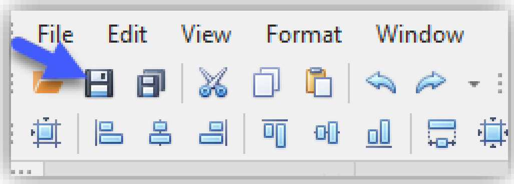
19. Click on **Preview** at the bottom part and see if it's already okay, otherwise click back on **Designer** and make the necessary changes (e.g. Spacing, Alignment, Etc.).



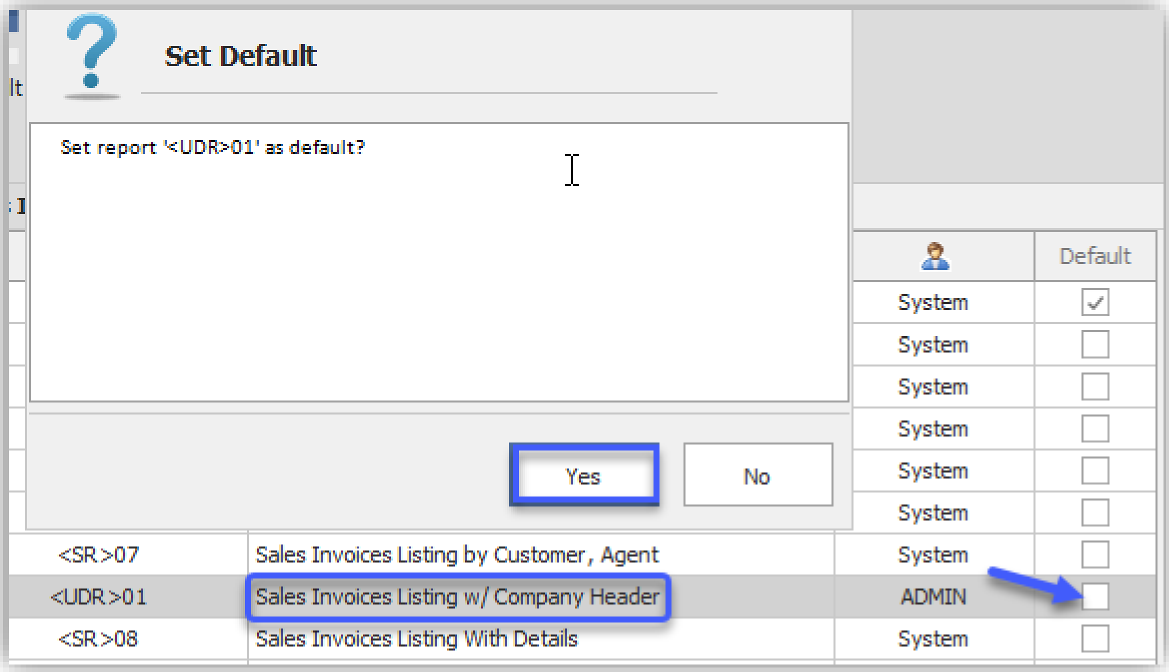
Below are the TIN and the Branch Code from the *Company Profile* for reference.



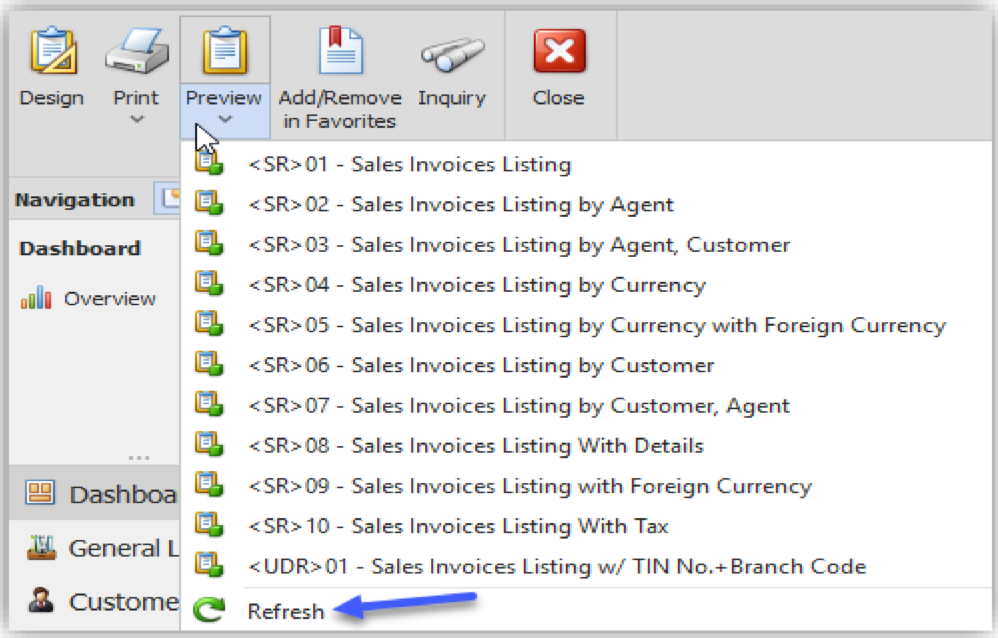
20. Click on **Save** to save your work > Close the Report Designer window.



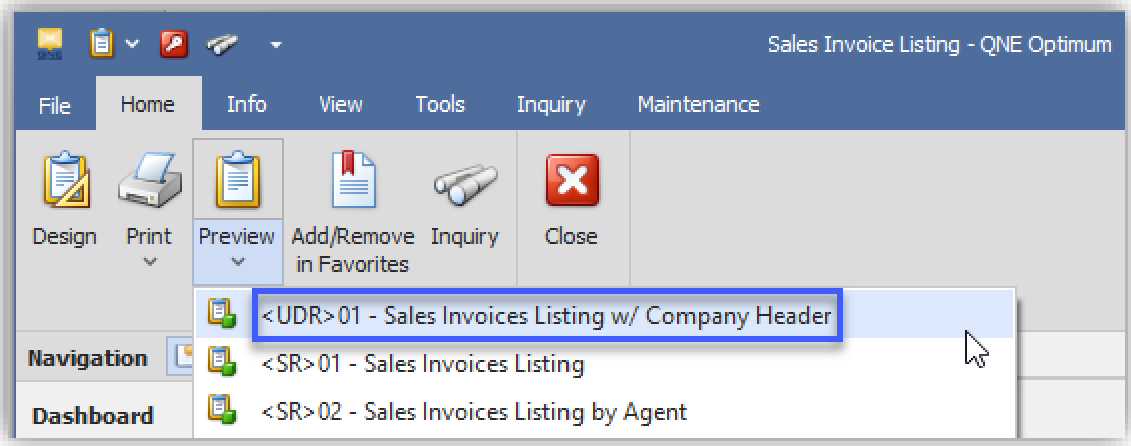
21. Should you want to make the newly created format as default, click the **Default Checkbox** and click **Yes**.



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