



How to Change Default Form and Report Format

Overview:

By default, only form formats tag as 'Default' is the only format shown on the transactions upon preview. On the other hand, reports only show it as the first format on the dropdown list to preview.

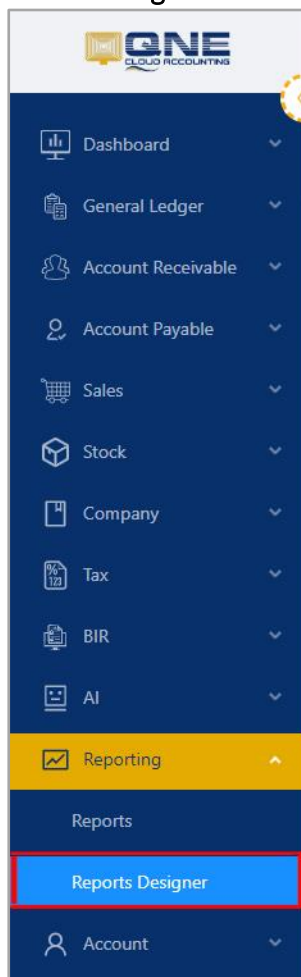
In QCA, default formats shown can be changed using the Report Designer module.

Scenario:

To change the default format of a transaction.

Procedure:

1. Under **Navigation Panel**, go to **Reporting > Reports Designer**.



2. Select **More** on the format that will be set as Default.

Home / Reporting / Reports Designer

Reports Designer

Search...

Report Type	Display Name	Created By	Default	Action
Invoice Listing	Invoice Listing with Tax	QNE Software Sdn. Bhd.		Design More ▾
Customer Invoice	Customer Invoice	QNE Software Sdn. Bhd.	Default	Design More ▾
Customer Invoice	Invoice With Tax	QNE Software Sdn. Bhd.		Design More ▾
Journal Listing	Journal Listing	QNE Software Sdn. Bhd.	Default	Design More ▾
Journal Voucher	Journal Voucher	QNE Software Sdn. Bhd.	Default	Design More ▾
Journal Voucher	Journal Voucher (Consolidated)	QNE Software Sdn. Bhd.		Design More ▾
Journal Voucher	Journal Voucher (Full Page) - Letter Size	QNE Software Sdn. Bhd.		Design More ▾
Journal Voucher	Journal Voucher (Half Page) - A4 Size	QNE Software Sdn. Bhd.		Design More ▾
Journal Voucher	Journal Voucher (Half Page) - Letter Size	QNE Software Sdn. Bhd.		Design More ▾
Journal Voucher	Journal Voucher With Tax	QNE Software Sdn. Bhd.		Design More ▾

3. Click **Set as Default**.

Journal Voucher	Journal Voucher	QNE Software Sdn. Bhd.	Default	Design More ▾
Journal Voucher	Journal Voucher (Consolidated)	QNE Software Sdn. Bhd.		Design More ▾
Journal Voucher	Journal Voucher (Full Page) - Letter Size	QNE Software Sdn. Bhd.		Design More ▾
Journal Voucher	Journal Voucher (Half Page) - A4 Size	QNE Software Sdn. Bhd.		Design More ▾
Journal Voucher	Journal Voucher (Half Page) - Letter Size	QNE Software Sdn. Bhd.		Design More ▾

4. 'Default' tag has been transferred already.

Journal Voucher	Journal Voucher	QNE Software Sdn. Bhd.		Design More ▾
Journal Voucher	Journal Voucher (Consolidated)	QNE Software Sdn. Bhd.	Default	Design More ▾

Application:

1. Open transaction and click **Preview**.

Cancel Save and New Preview

Journal Voucher JV2102/001

Description: BEING 20% DEPRECIATION FOR FURNITURE & FITTING Date: 02/28/2021

* Currency Rate: PHP 1.000000000 Reference No.

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Details Notes

New default format

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Journal Voucher (Consolidated)

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 DATE: Feb 28, 2021

A/C CODE	A/C NAME	DESCRIPTION	DEBIT	CREDIT
810-0120	DEPRECIATION OF FIXED ASSETS	BEING 20% DEPRECIATION FOR FURNITURE & FITTING	133,800.00	
200-0310	ACC. DEPRN - FURNITURES & FIXTURES	BEING 20% DEPRECIATION FOR FURNITURE & FITTING		133,800.00



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>