



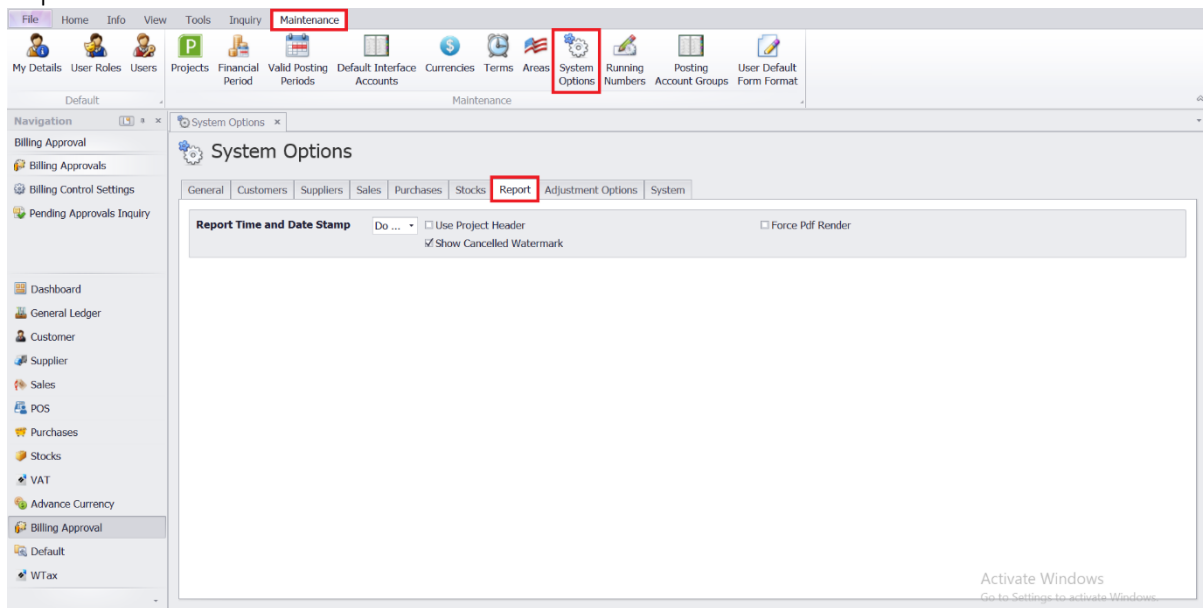
## HOW TO ENABLE REPORT TIME AND DATE STAMP?

### Overview:

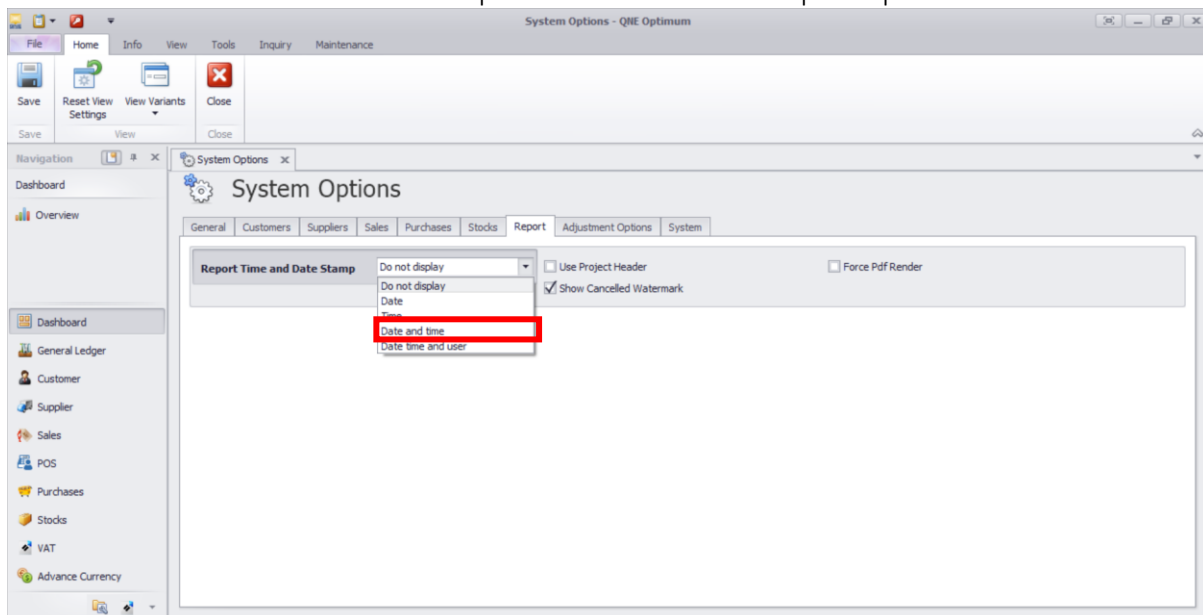
Date and Time Stamp is being used for recording the date and time on a document form or a report (as to indicate when it was generated/printed in the system).

### Procedure:

To enable the Report Time and Date Stamp, Go to Maintenance Tab > System Options > Report Tab



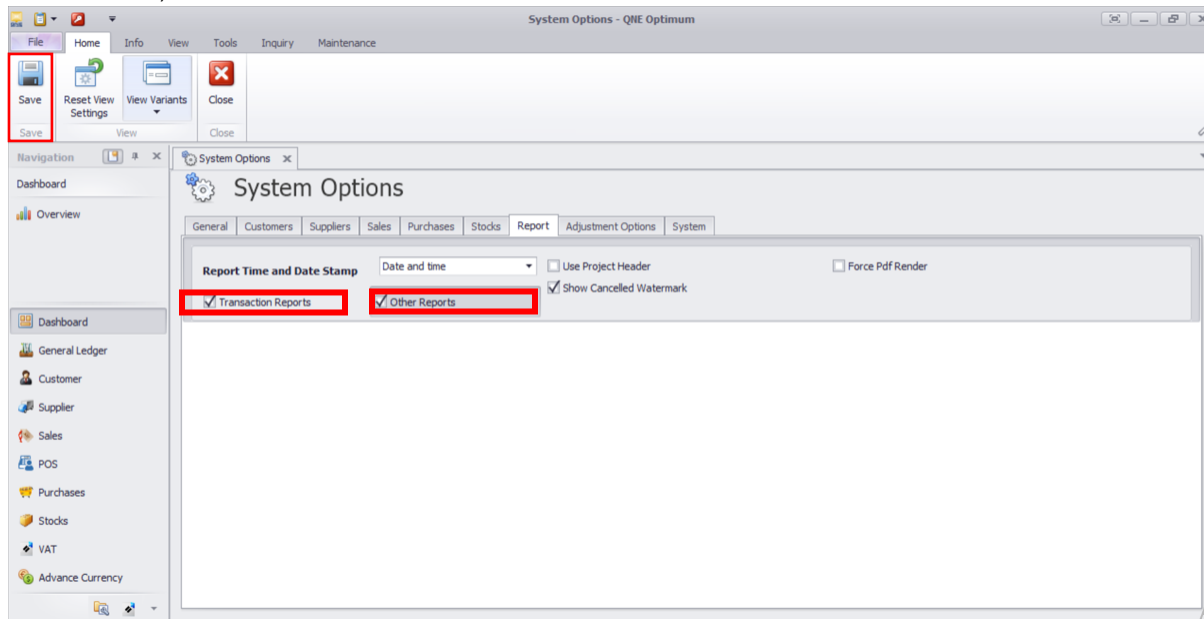
Select "Date and Time" from the "Report Time and Date Stamp" drop down



Below are the options where the Date and Time Stamp will take effect:

- **Transaction Reports** – pertains to transactional form printout e.g., Payment Voucher, Journal Voucher
- **Other Reports** – pertains to Financial and other Summary Reports e.g., Book of Accounts

Once ticked, click SAVE.



Try to Preview a Report and notice that Time and Date Stamp is shown.

01/13/2015	INV 11086	ADVANCE TRADING CORPORATION	C.O.D.	01/13/2015	4,032.00	0.00	4,032.00
01/15/2015	INV 11088	ADVANCE TRADING CORPORATION	C.O.D.	01/15/2015	3,047.52	9.50	3,038.02
01/16/2015	INV 11083	ADVANCE TRADING CORPORATION	30 DAYS	02/15/2015	31,360.00	0.00	31,360.00
01/17/2015	JV1501/004	TRIWAY INC.	C.O.D.	01/17/2015	0.00	0.00	-120,420.00
01/18/2015	DN 11078	ADVANCE TRADING CORPORATION	C.O.D.	01/18/2015	224.00	0.00	224.00
01/19/2015	DN 11079	BEST TECH ENGINEERING, INC	30 DAYS	02/18/2015	31.36	0.00	31.36
01/22/2015	DN 11081	ADVANCE TRADING CORPORATION	30 DAYS	02/21/2015	224.00	0.00	224.00
01/25/2015	DN 11082	WAI HONG INTERNATIONAL TRADING	C.O.D.	01/25/2015	336.00	0.00	336.00
01/29/2015	INV0101/006	ADVANCE TRADING CORPORATION	30 DAYS	02/28/2015	9,072.00	0.00	9,072.00
01/30/2015	INV0101/003	TRIWAY INC.	C.O.D.	01/30/2015	13,093.02	0.00	13,093.02
01/31/2015	DN 11086	TRIWAY INC.	C.O.D.	01/31/2015	134.40	0.00	134.40
01/31/2015	DN 11087	DELL COMPUTER INC.	C.O.D.	01/31/2015	336.00	0.00	336.00
01/31/2015	INV 11103	ADVANCE TRADING CORPORATION	30 DAYS	03/02/2015	7,672.00	0.00	7,672.00
01/31/2015	INV 11098	ADVANCE TRADING CORPORATION	C.O.D.	01/31/2015	17,136.00	5,460.00	11,676.00
01/31/2015	INV 11112	BEST TECH ENGINEERING, INC	30 DAYS	03/02/2015	19,936.00	0.00	19,936.00
01/31/2015	FC 0005	US TECHNOLOGY INC.	C.O.D.	01/31/2015	11,393.84	0.00	11,393.84
01/31/2015	FC 0002	BEST TECH ENGINEERING, INC	30 DAYS	03/02/2015	1,375.38	0.00	1,375.38
01/31/2015	INV0101/008	DELL COMPUTER INC.	C.O.D.	01/31/2015	44,000.00	0.00	44,000.00
01/31/2015	INV0101/004	CARE SOFTWARE SOLUTIONS INC.	30 DAYS	03/02/2015	156,788.80	0.00	156,788.80
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