



HOW TO USE PAGE FOOTER IN REPORT DESIGNER

When using Report Designer to customize forms or reports, putting a repeating information at the bottom of the page can be designed. Some of this will be Page Numbers, disclaimers, or registrations on which can be repetitively printed per page.

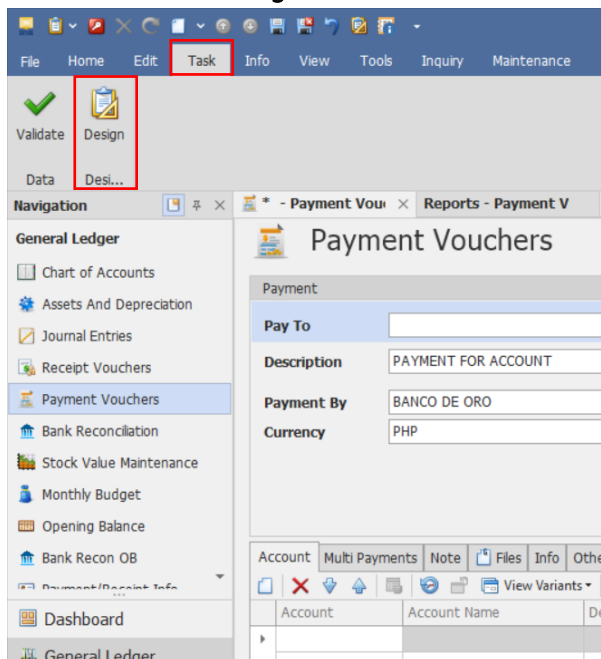
In case printouts will be required to have a footer per page, it is recommended to have **Page Footer Band**.

Sample Output in Payment Voucher – half page:

Notes:	SUB TOTAL	17,000.00
	ROUNDING ADJ	0.00
	NET TOTAL	Php 17,000.00
APPROVED BY _____		RECEIVED BY _____
<i>This is a computer-generated document.</i>		

To use Page Footer, go to Report Designer of the Format:

1. Go to **Task tab > Design** to choose a format.



2. Select Format to **Amend**.

#	Name	System	Default
<SR>01	Payment Voucher	System	<input checked="" type="checkbox"/>
<SR>02	Payment Voucher - Full Page(Letter)	System	<input type="checkbox"/>
<SR>03	Payment Voucher - Half Page(A4)	System	<input type="checkbox"/>
<SR>04	Payment Voucher - Half Page(Letter)	System	<input type="checkbox"/>
<SR>05	Payment Voucher in Bk2307	System	<input type="checkbox"/>
<SR>06	Payment Voucher With 2 Columns (Half Page)	System	<input type="checkbox"/>
<SR>07	Payment Voucher with Journal Details	System	<input type="checkbox"/>
<SR>08	Payment Voucher with Journal Details (Consolidated)	System	<input type="checkbox"/>
<SR>09	Payment Voucher With Others Knock Off	System	<input type="checkbox"/>
<SR>10	Payment Voucher with Tax	System	<input type="checkbox"/>
<SR>11	Payment Voucher with Tax - Full Page(Letter)	System	<input type="checkbox"/>
<SR>12	Payment Voucher with Tax - Half Page(A4)	System	<input type="checkbox"/>
<SR>13	Payment Voucher with Tax - Half Page(Letter)	System	<input type="checkbox"/>
<SR>14	Payment Voucher with Tax Summary	System	<input type="checkbox"/>
<SR>15	Print Cheque (Landscape)	System	<input type="checkbox"/>
<SR>16	Print Cheque (Landscape) with Line Spacing	System	<input type="checkbox"/>
<SR>17	Print Cheque (Portrait)	System	<input type="checkbox"/>

Amend
Rename
Delete
Import
Export
Refresh
Close

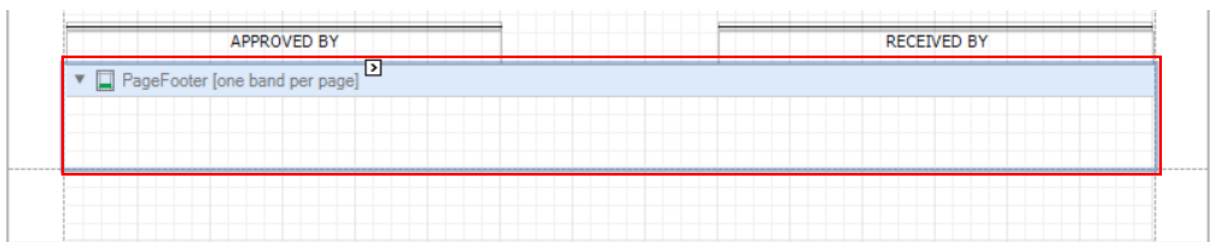
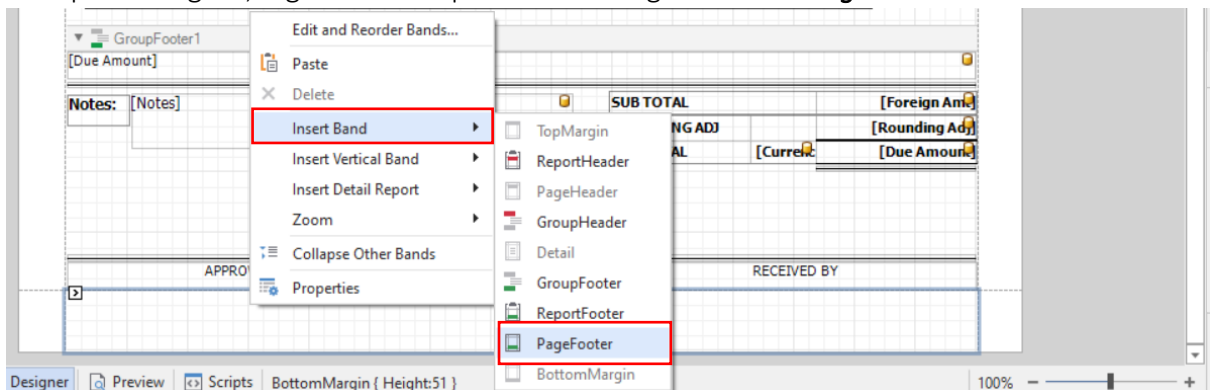
2.1 Click **Create**.

* Payment Voucher - Half Page(Letter) - Create User Report

Display Name:

Format Code:

Create Cancel

3. In Report Designer, Right Click the part of the margin to insert **Page Footer Band**.

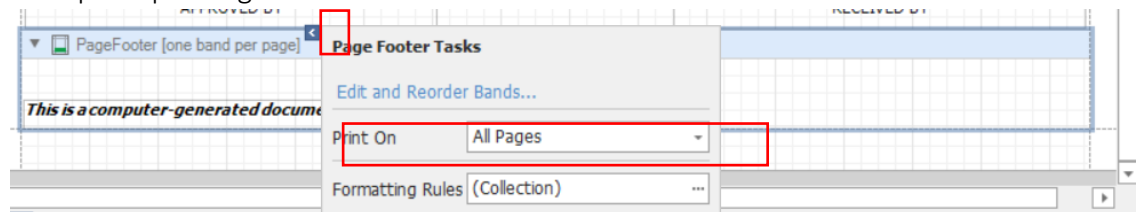
4. Once inserted, add the object.

4.1 Insert Label for "This is a computer-generated document."



How to Insert Label: <https://qnesupportph.freshdesk.com/a/solutions/articles/35000183304>

4.2 Set-up the printing behavior of the Band.



Make sure that the Print On will be set as **All Pages** to make it printed per page of the form.

Final Output:

SAMPLE TRADING, INC.			
(000-111-222-333-0000)			
Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines			
Tel : 567-4248 Fax : 567-4250			
URL : Email : sampletrading@yahoo.com			
Payment Voucher			
PAY TO : QNE SOFTWARE PHILIPPINES, INC.		VOUCHER NO : CV00042	
PAID THE SUM OF : PHILIPPINE PESO SEVENTEEN THOUSAND ONLY		DATE : 08/02/2021	
		CHQUE NO.	
A/C CODE	A/C NAME	DESCRIPTION	AMOUNT
830-0020	GENERAL EXPENSES	BANCO DE ORO, PAYMENT FOR ACCOUNT	15,000.00
810-0150	FUEL EXPENSES	BANCO DE ORO, PAYMENT FOR ACCOUNT	2,000.00
Notes:		SUB TOTAL	17,000.00
		ROUNDING ADJ	0.00
		NET TOTAL	Php 17,000.00
APPROVED BY		RECEIVED BY	
This is a computer-generated document.			