



Re-Print tagging in all printout forms is necessary if the company is Computerized Accounting System (CAS) registered. As a requirement, 'Re-Print Copy' word must be consistently displayed in the printout when the document is printed more than once.






Scenario:

User will have to print the document twice, but a 'Re-Print Copy' label must be affixed in the duplicate or in the second copy.

1. Go to the transaction form that you wanted to have the Re-Print label when printed e.g. Delivery Order then click *Task Tab > Design*

The screenshot displays the QNE Optimum software interface. At the top, a blue menu bar contains 'File', 'Home', 'Edit', 'Task' (highlighted with a red box), 'Info', 'View', 'Tools', 'Inquiry', and 'Maintenance'. Below this is a toolbar with icons for 'Validate' and 'Design' (the 'Design' icon is also highlighted with a red box). The main window is titled '- Delivery Ord' and contains a 'Delivery Orders' form. The form has tabs for 'Details', 'Customer', 'DO Address', 'Others', 'Notes', 'Files', and 'Info'. The 'Details' tab is active, showing fields for 'Customer', 'Currency' (set to PHP), 'Rate' (1.00000000), 'Exchange Rate', 'To', 'Attention', 'Doc Date' (12/13/2021), 'Agent', 'D. Order No.' (DO2112/001), 'Project', 'Reference No.', and 'Location'. There are also checkboxes for 'Tax Inclusive' and 'Is Delivered'. Below the form is a table with columns: 'Stock Code', 'Description', 'Batch No', 'F.Desc', 'Qty', 'UOM', 'Unit Pr', 'Disc', 'Stock', 'Amount', 'Tax C.', 'Tax', 'WTax Code', 'Net', and 'Serial No'. The table has several rows, with the first row highlighted. On the left sidebar, the 'Sales' menu is visible, with 'Delivery Orders' highlighted (indicated by a red box). Other items in the sidebar include 'Quotations', 'Sales Orders', 'Sales Invoices', 'Cash Sales', 'Sales Debit Notes', 'Favorites', 'Dashboard', 'General Ledger', 'Customer', 'Supplier', 'Sales', 'Purchases', 'Stocks', 'VAT', 'Default', and 'WTax'. At the bottom, there are fields for 'Taxable', 'Tax', 'Due Amount', and 'Total Amount'.

2. All system default and customized formats will be displayed, select what format to customize, then click Amend.

#	Name		Default	
<SR>01	Delivery Order with Packing UOM Details	System	<input checked="" type="checkbox"/>	
<SR>02	Delivery Order with Packing UOM Summary	System	<input type="checkbox"/>	
<SR>03	Delivery Orders	System	<input type="checkbox"/>	
<SR>04	Delivery Orders with Approvals	System	<input type="checkbox"/>	
<SR>05	Delivery Orders with Auto-Numbering	System	<input type="checkbox"/>	
<SR>06	Delivery Orders with Next Page	System	<input type="checkbox"/>	
<SR>07	Delivery Orders with Price and Amount	System	<input type="checkbox"/>	
<SR>08	Delivery Orders with Progress	System	<input type="checkbox"/>	
<SR>09	Delivery Orders with Serial Number	System	<input type="checkbox"/>	
<SR> 10	Delivery Orders with Tax	System	<input type="checkbox"/>	
<SR> 11	Delivery Orders with Tax and Approvals	System	<input type="checkbox"/>	
<SR> 12	Delivery Orders with Tax in Multi-Currency	System	<input type="checkbox"/>	

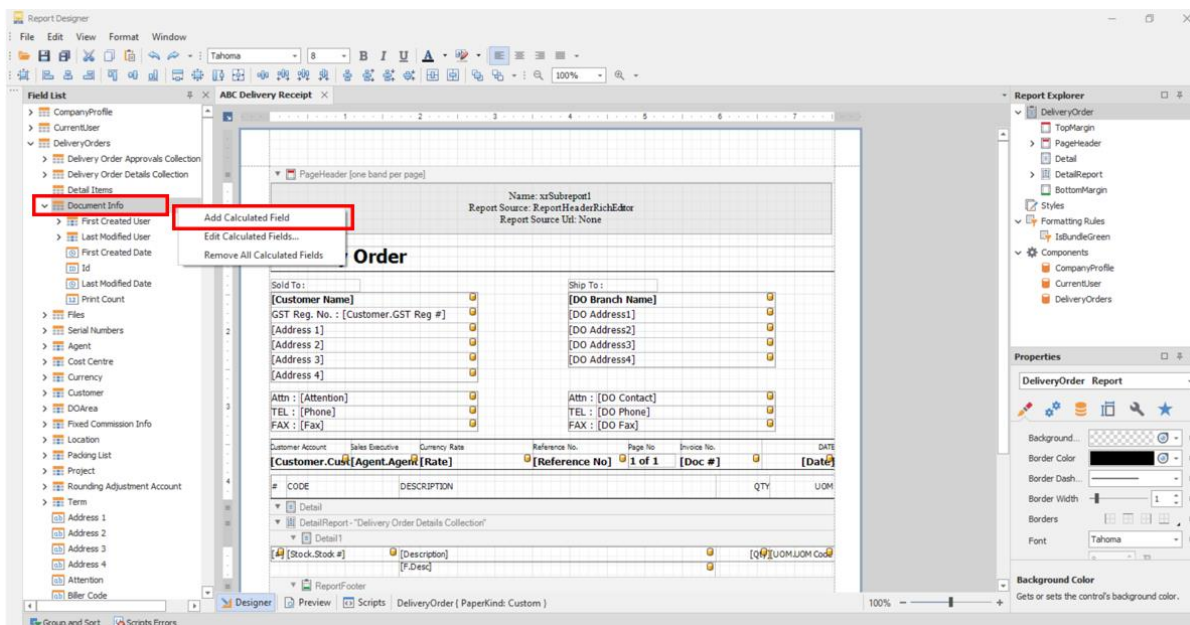
3. Name your customized format for easy identification by filling in the *Display Name* and *Format Code* then click Create.

#	Name	System	Default
<SR>01	Delivery Order with Packing UOM Details	System	<input checked="" type="checkbox"/>
<UDR>01	Delivery Order with Packing UOM Details	ADMIN	<input type="checkbox"/>
<SR>02	Delivery Order with Packing UOM Details	System	<input type="checkbox"/>
<SR>03	Delivery Orders	System	<input type="checkbox"/>
<SR>04	Delivery Orders with Approval	System	<input type="checkbox"/>
<SR>05	Delivery Orders with Auto-NA	System	<input type="checkbox"/>
<SR>06	Delivery Orders with Next Pa	System	<input type="checkbox"/>
<SR>07	Delivery Orders with Price an	System	<input type="checkbox"/>
<SR>08	Delivery Orders with Progress	System	<input type="checkbox"/>
<SR>09	Delivery Orders with Serial N	System	<input type="checkbox"/>
<SR>10	Delivery Orders with Tax	System	<input type="checkbox"/>
<SR>11	Delivery Orders with Tax and	System	<input type="checkbox"/>
<SR>12	Delivery Orders with Tax in M	System	<input type="checkbox"/>

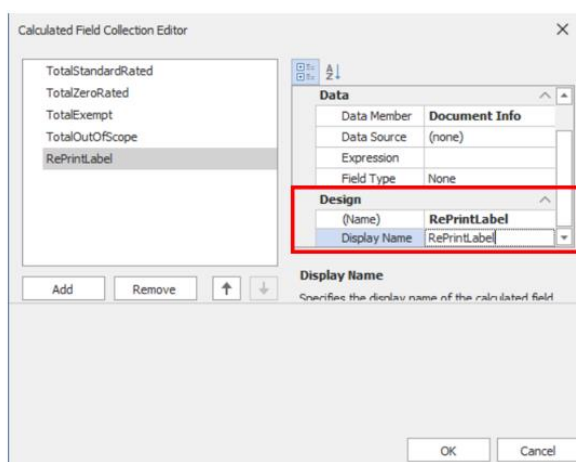
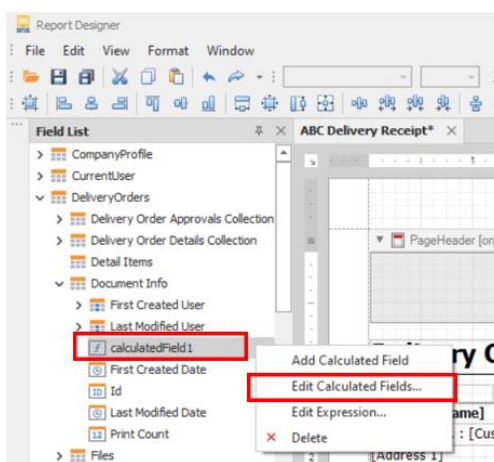
Display Name ABC Delivery Receipt
Format Code <CAS>01

Amend
 Rename
 Delete
 Import
 Export
 Refresh
 Close

4. Report Designer Window will open, under *Field List > Delivery Orders*, right click the *Document Info* then select 'Add Calculated Field'

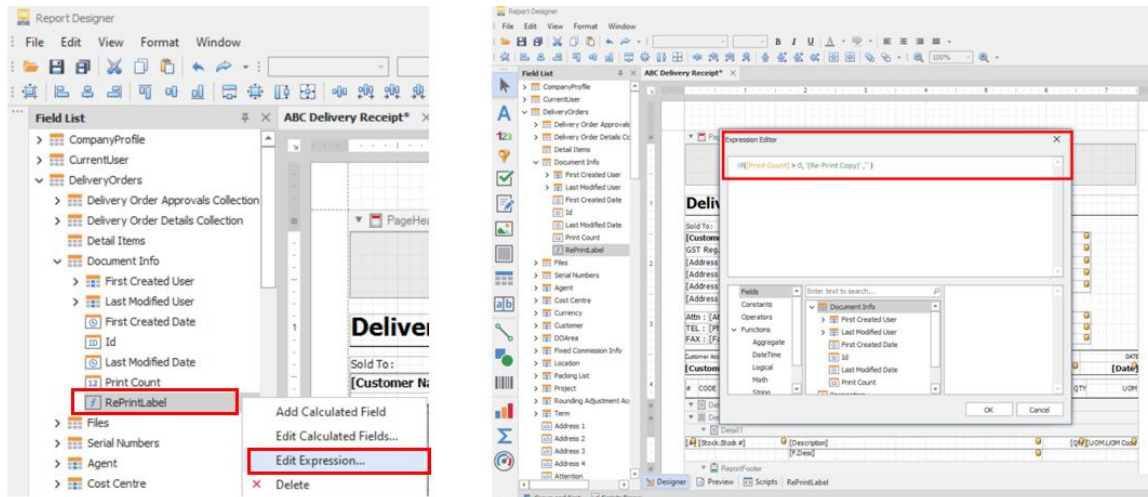


5. Notice that *CalculatedField1* will be added in the list, right click on the said field and select 'Edit Calculated Field', then go to Design Portion and rename the field, then click OK.

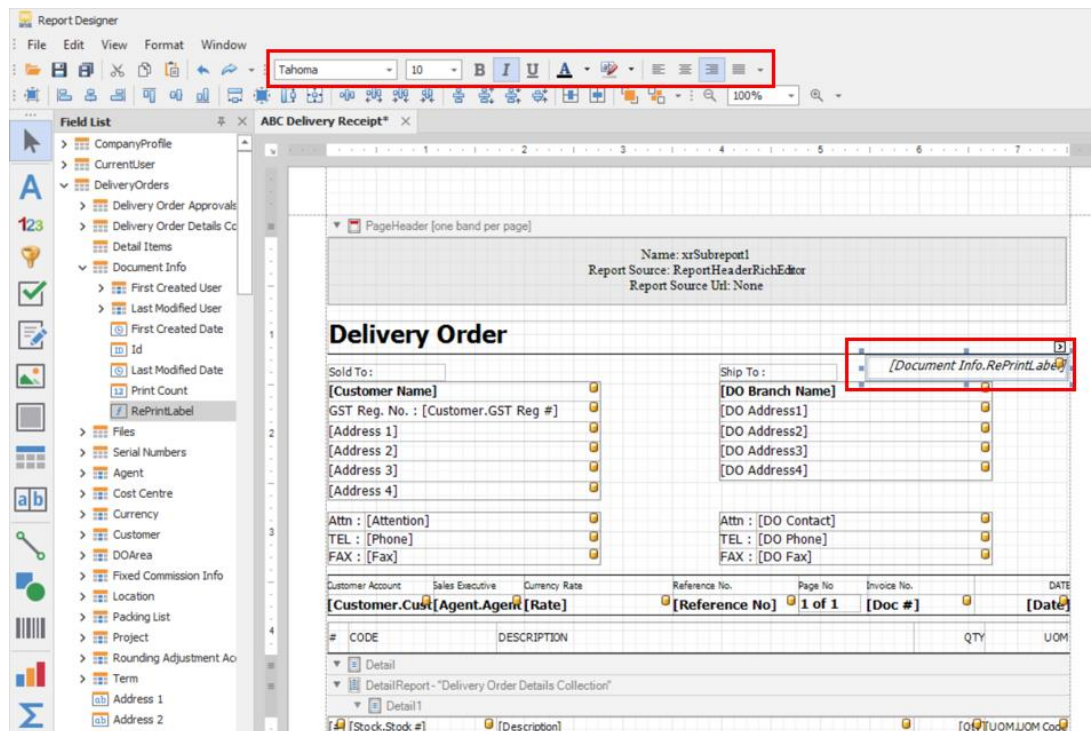


6. Using the same field again, right click then select 'Edit Expression' then type or copy-paste below function then click OK.

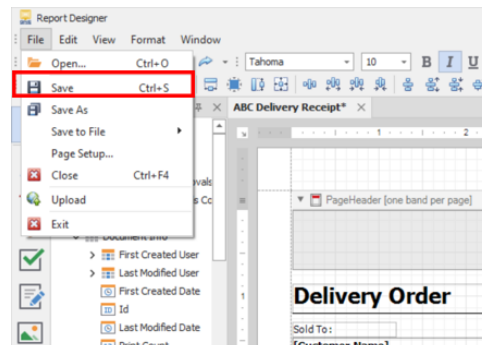
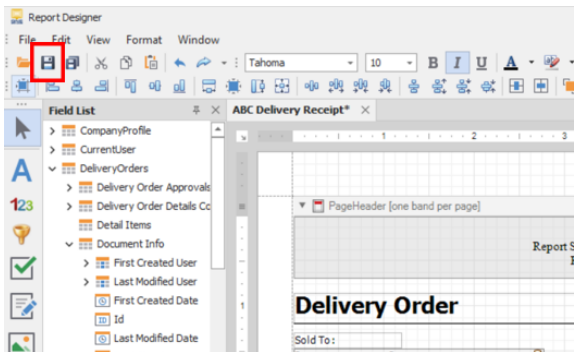
if([Print Count] > 0, '(Re-Print Copy)', '')



7. Once Reprint field is created, you may drag it to the Header part of the Report Designer and customize the text formatting (Font Style, Font Size, Alignment)



8. When customization is done, click the Save icon or go to File > Save.



Application:

Look for an existing Delivery Order transaction and have it printed using the customized format, the second time you'll be printing it, a Re-Print label will be displayed in the printout form.

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Delivery Order							
Sold To: ADVANCE TRADING CORPORATION 35, WEST OF AYALA SE. JIL PUYAT, MAKATI CITY Attn: Ms.De La Cruz TEL : 866-09-89 FAX : 788-89-09				Ship To: 35, WEST OF AYALA SE. JIL PUYAT, MAKATI CITY Attn: Ms.De La Cruz TEL : 866-09-89 FAX : 788-89-09			
Customer Account	Sales Executive	Currency Rate	Reference No.	Page No	Invoice No.	DATE	
101-A001	CINDY	1.00000000	34423232	1 of 1	DO2111/003	11/25/2021	
#	CODE	DESCRIPTION			QTY	UOM	
	AZ56K-INT	AZTECH 56K INTERNAL MODEM			1	UNITS	
	AMD-XP/1800	AAAAADDD			1	UNITS	



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

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