



How to Format the 'Amount in Words'

By default, the Amount in Words in the system are all in **uppercase** and prefixed according to the assigned currency. However, the presentation can still be changed by customizing the Print Form(s) using the built-in Report Designer.

In this article, our goal is to change the presentation of the Amount in Words of the Due Amount Php25,760.28 in Customer Invoice.

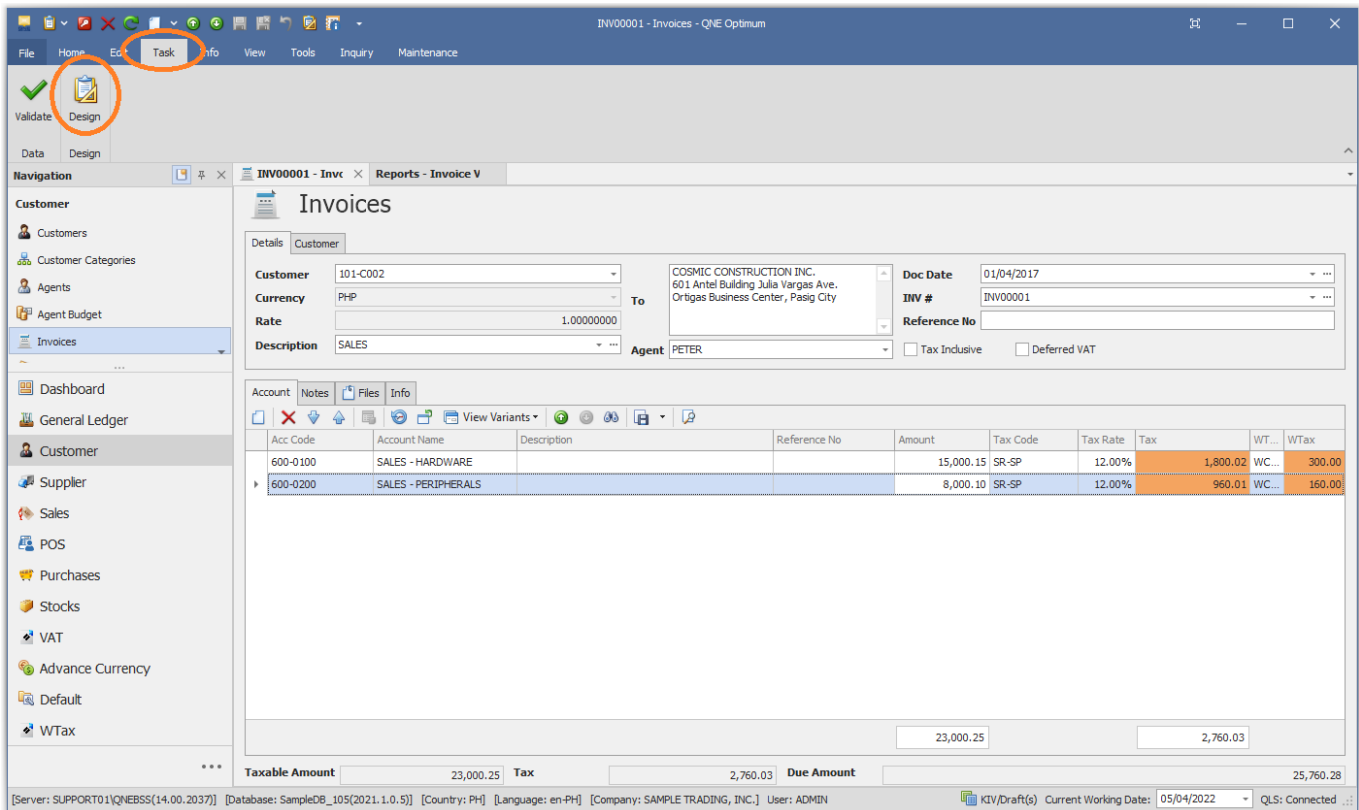
Default output format:

PHILIPPINE PESO TWENTY FIVE THOUSAND SEVEN HUNDRED SIXTY AND 28/100 CENTS ONLY

Modified output format:

Twenty Five Thousand Seven Hundred Sixty AND 28/100 Pesos only

1. On the Customer Invoice, select the **Task** tab, then click on the **Design** button



INV00001 - Invoices - QNE Optimum

File Home Edit **Task** Info View Tools Inquiry Maintenance

Validate Design

Navigation

Customer

- Customers
- Customer Categories
- Agents
- Agent Budget
- Invoices
- Dashboard
- General Ledger
- Customer
- Supplier
- Sales
- POS
- Purchases
- Stocks
- VAT
- Advance Currency
- Default
- WTax

Details Customer

Customer: 101-C002
Currency: PHP
Rate: 1.00000000
Description: SALES
Agent: PETER

To: COSMIC CONSTRUCTION INC.
601 Antel Building Julia Vargas Ave.
Ortigas Business Center, Pasig City

Doc Date: 01/04/2017
INV #: INV00001
Reference No:

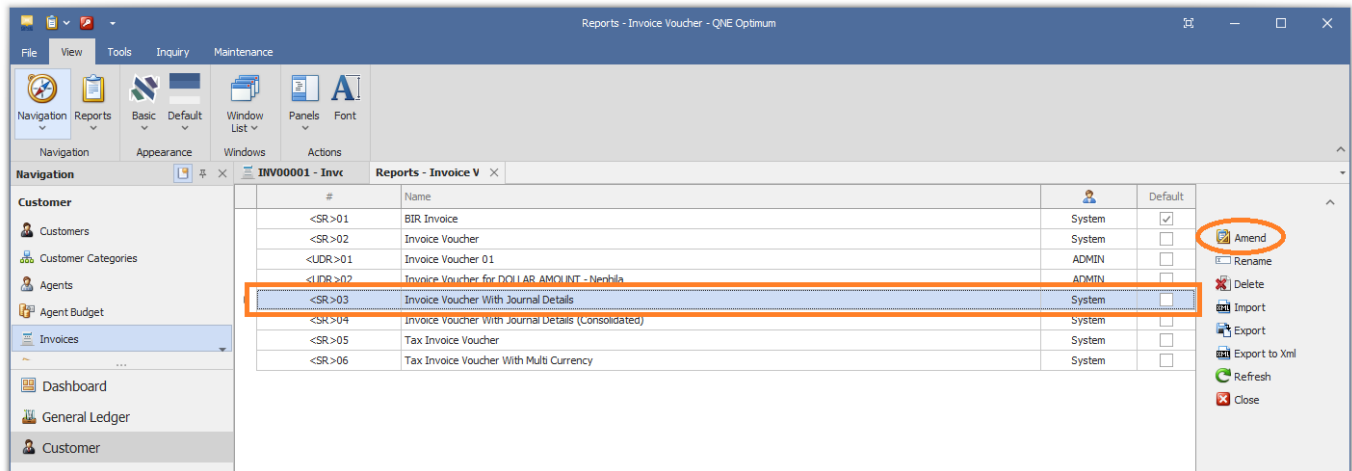
Account Notes Files Info

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WT...	WTax
600-0100	SALES - HARDWARE			15,000.15	SR-SP	12.00%	1,800.02	WC...	300.00
600-0200	SALES - PERIPHERALS			8,000.10	SR-SP	12.00%	960.01	WC...	160.00

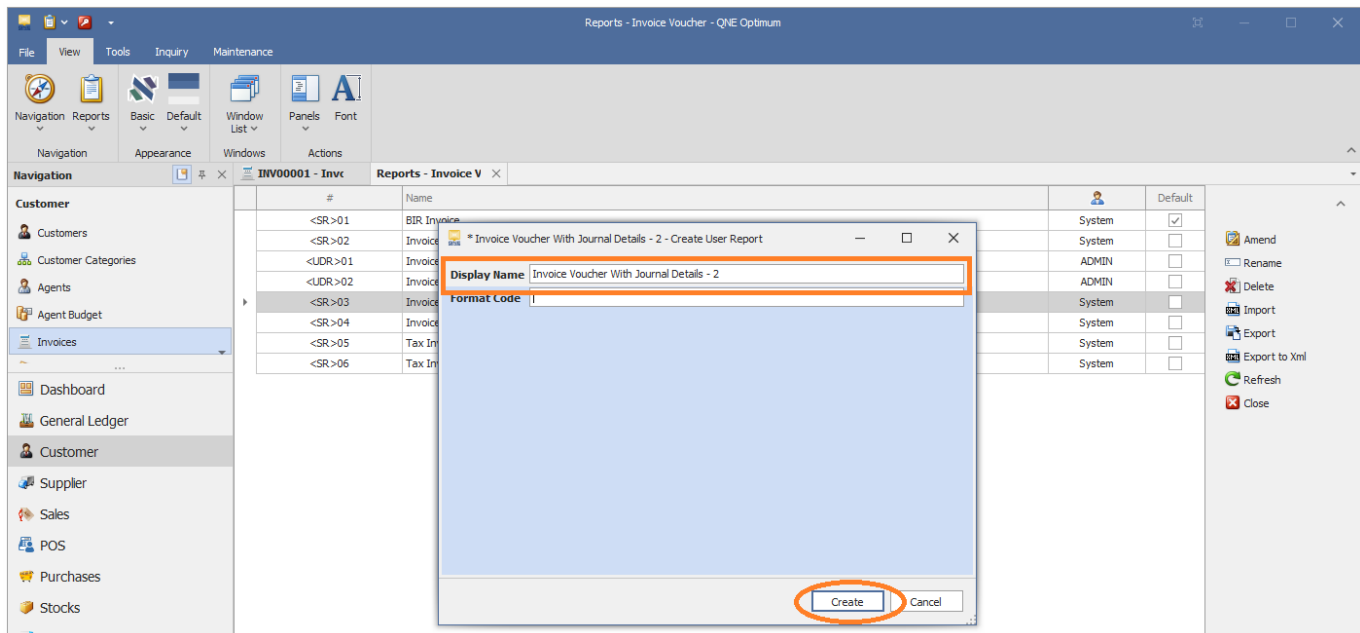
Taxable Amount: 23,000.25 Tax: 2,760.03 Due Amount: 25,760.28

[Server: SUPPORT01\QNEBSS(14.00.2037)] [Database: SampleDB_105(2021.1.0.5)] [Country: PH] [Language: en-PH] [Company: SAMPLE TRADING, INC.] User: ADMIN KIV/Draft(s) Current Working Date: 05/04/2022 QLS: Connected

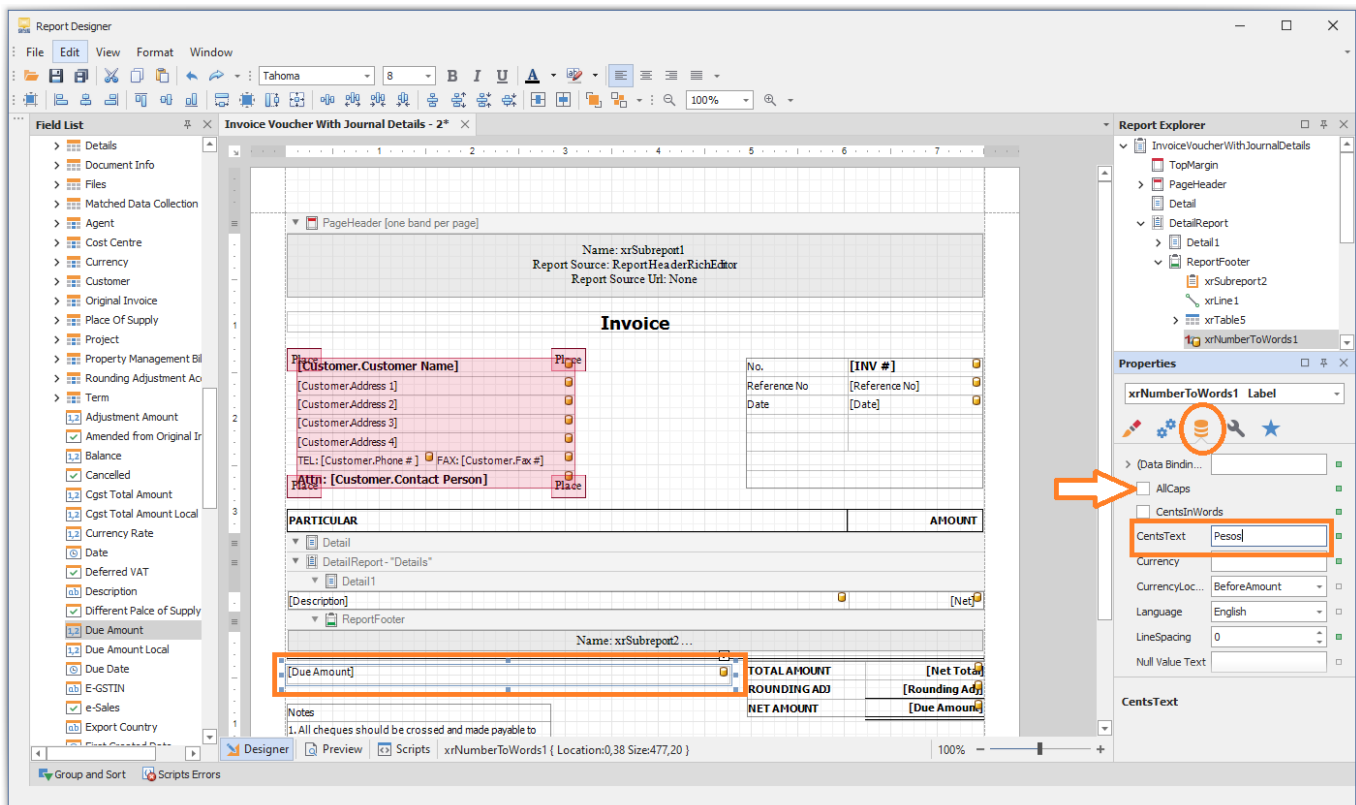
2. Select the Print Format to be modified (e.g. **Invoice Voucher With Journal Details**) then click on the **Amend** button



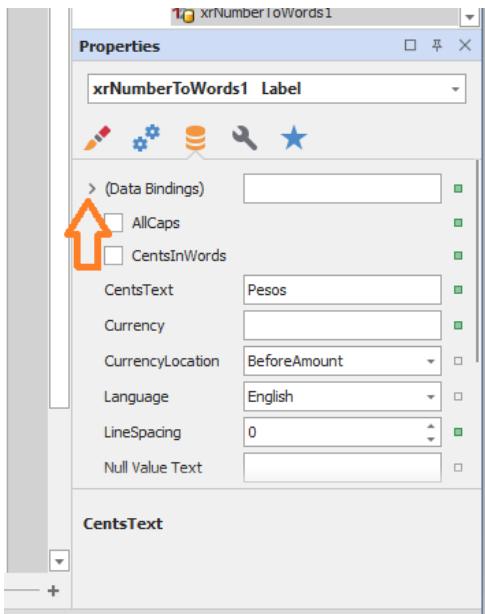
3. Type the preferred **Display Name** (e.g. **Invoice Voucher With Journal Details - 2**) then click on the **Create** button.



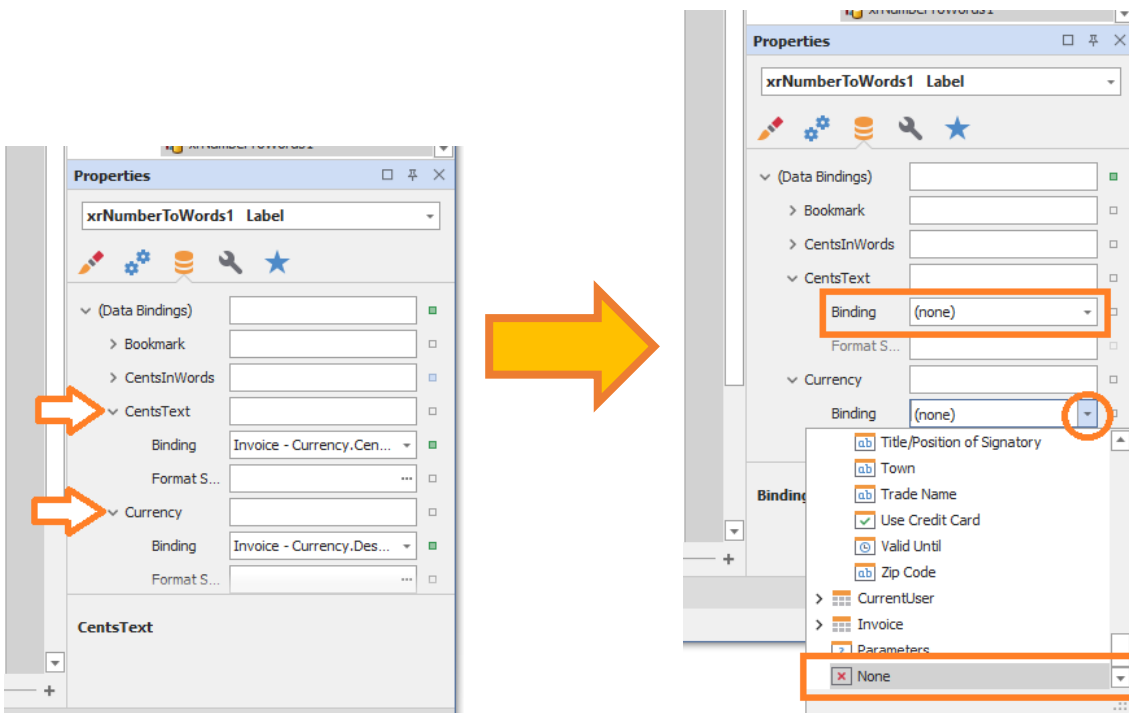
4. Select the **Due Amount** field, click on the **Data** icon under **Properties** pane.
 - a) Clear the check box for **AllCaps**.
 - b) Change the **CentsText** from **Cents** to **Peso** or **Pesos**



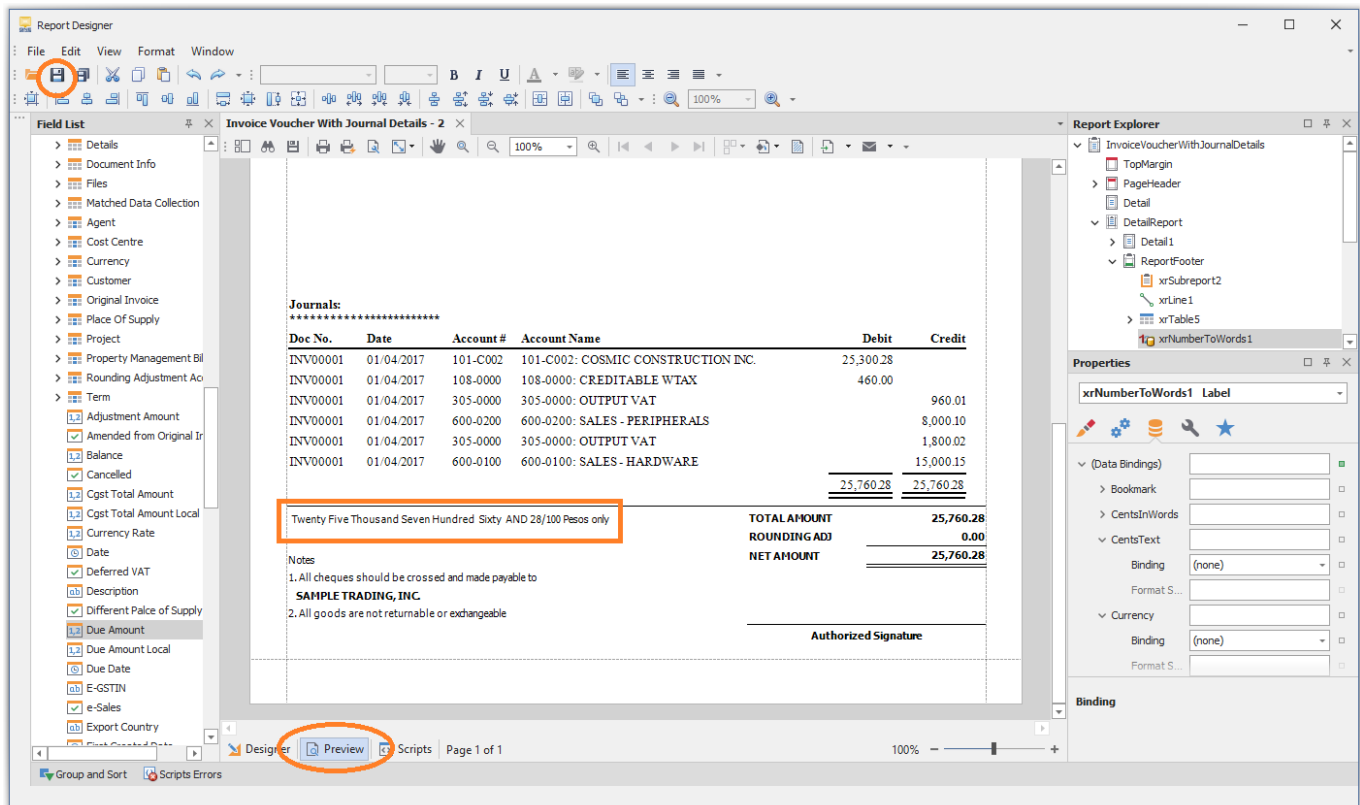
5. Click on the small right arrow (>) to expand the **Data Bindings**



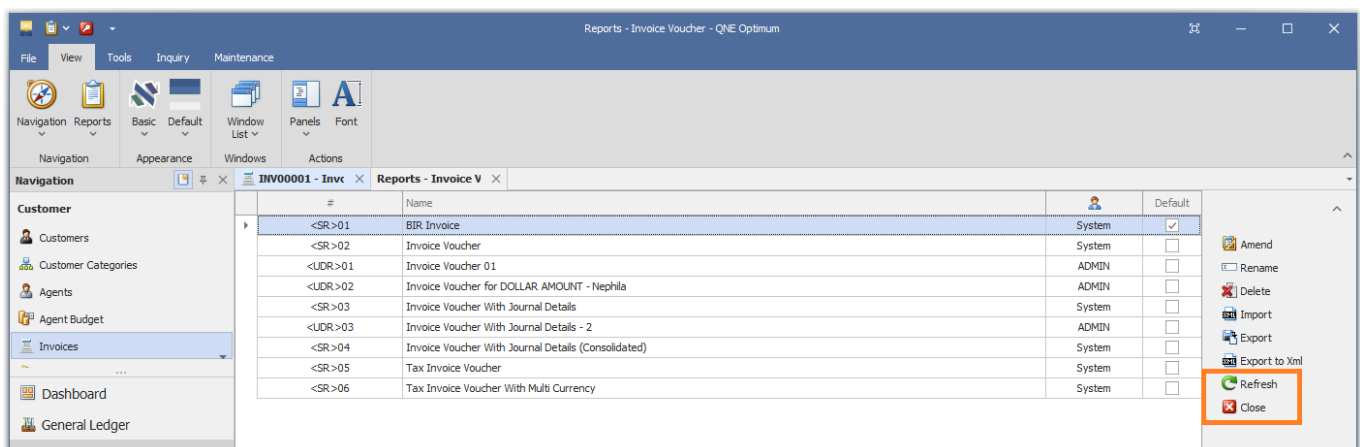
6. Expand the **CentsText** and **Currency** and change the **Binding** to **None**



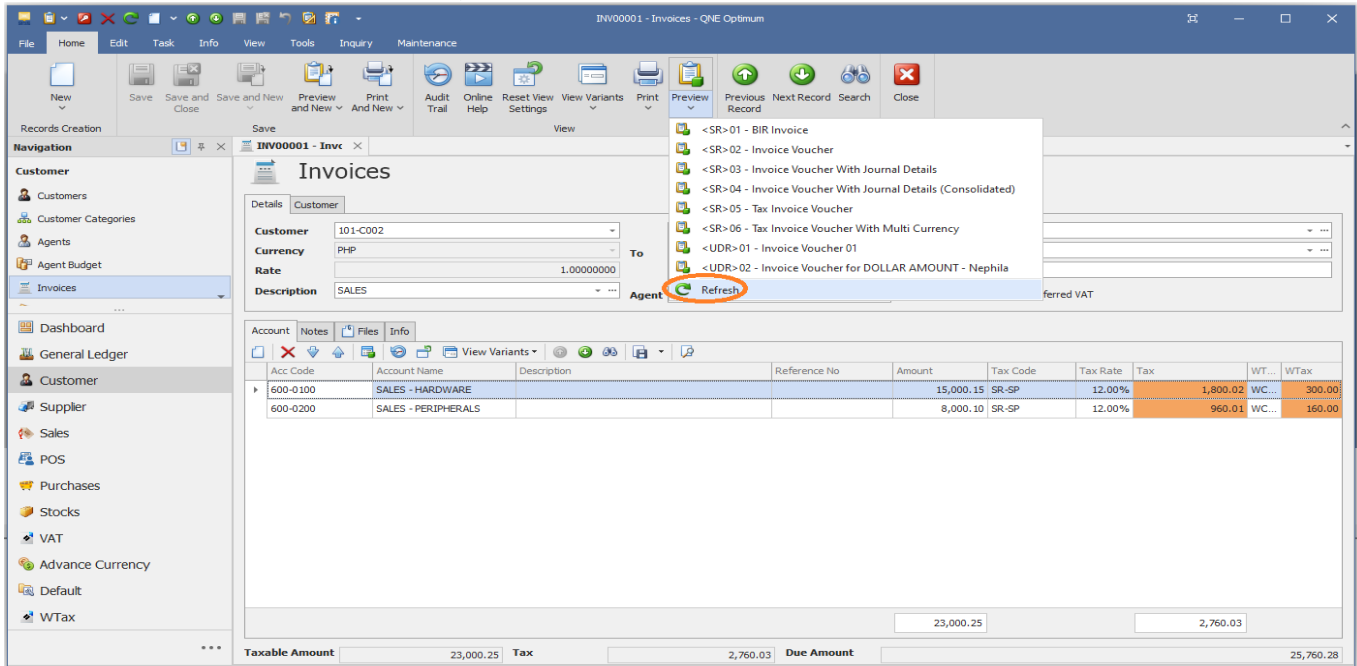
7. Click **Save** then click on the **Preview** tab to view the changes. Close the **Report Designer** if the results are correct.



8. Click **Refresh** then **Close** the Report Designer



9. Go back to the **Customer Invoice**, click on the small arrow down on the **Preview** button, then select **Refresh** to add the newly created Print Form

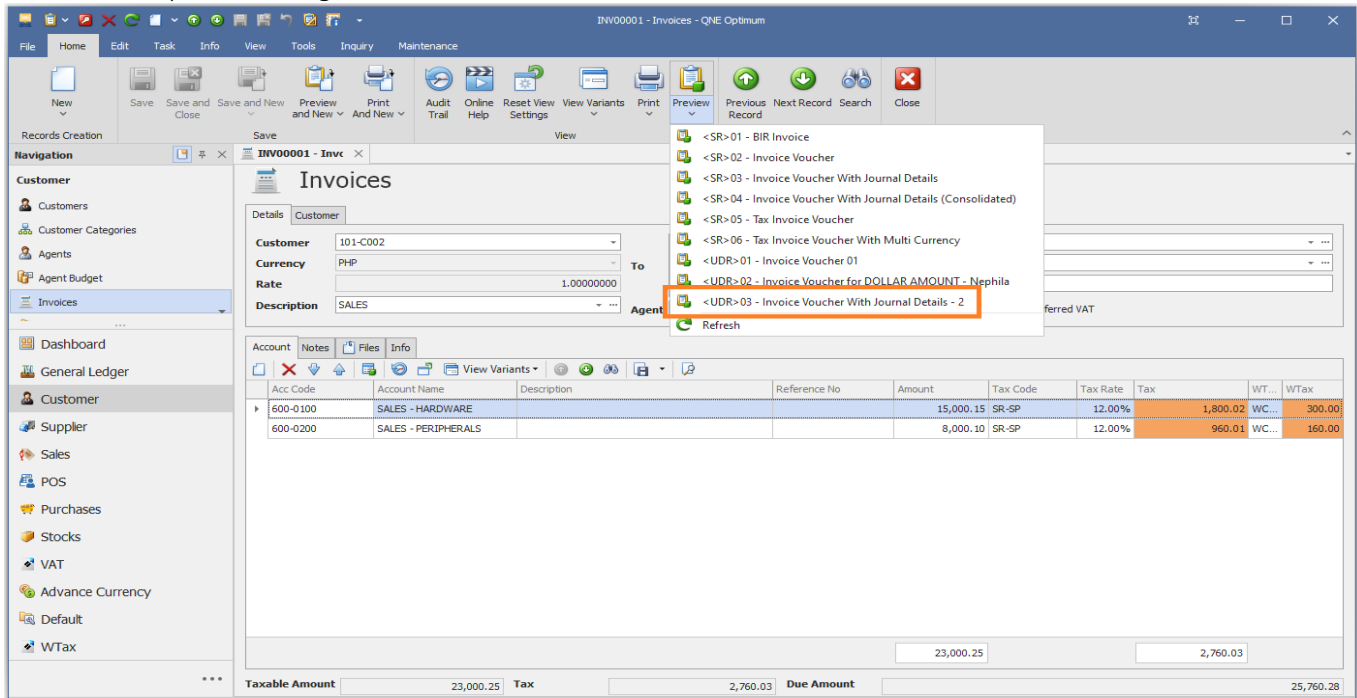


The screenshot shows the QNE Optimum Invoices screen. The 'Preview' button is highlighted, and its dropdown menu is open, showing various invoice types. The 'Refresh' option is selected and highlighted with a red circle. The main window displays the 'Invoices' form with details for Customer 101-C002, Currency PHP, and Rate 1.00000000. The table below shows the invoice items:

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WT...	WTax
600-0100	SALES - HARDWARE			15,000.15	SR-SP	12.00%		1,800.02	300.00
600-0200	SALES - PERIPHERALS			8,000.10	SR-SP	12.00%		960.01	160.00

The bottom summary shows: Taxable Amount 23,000.25, Tax 2,760.03, Due Amount 25,760.28.

10. Click again on the small arrow down on the Preview button then select **Invoice Voucher With Journal Details - 2** to preview using the new format.



The screenshot shows the QNE Optimum Invoices screen. The 'Preview' button is highlighted, and its dropdown menu is open, showing various invoice types. The 'Invoice Voucher With Journal Details - 2' option is selected and highlighted with a red box. The main window displays the 'Invoices' form with details for Customer 101-C002, Currency PHP, and Rate 1.00000000. The table below shows the invoice items:

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WT...	WTax
600-0100	SALES - HARDWARE			15,000.15	SR-SP	12.00%		1,800.02	300.00
600-0200	SALES - PERIPHERALS			8,000.10	SR-SP	12.00%		960.01	160.00

The bottom summary shows: Taxable Amount 23,000.25, Tax 2,760.03, Due Amount 25,760.28.

Print Preview - Invoice Voucher With Journal Details - 2

ABC Validate Print Scale Orientation Margins Size Find Bookmarks First Page Next Page Previous Page Last Page Many Pages Zoom Zoom Out Zoom In Page... Export To E-Mail As Close Print Preview Close

SAMPLE TRADING, INC. (000-111-222-333-0000)
 GST Reg. No.:
 Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines
 Tel : 567-4248 Fax : 567-4250
 URL : Email : sampletrading@yahoo.com

Invoice

COSMIC CONSTRUCTION INC.
 601 Antel Building Julia Vargas Ave.
 Ortigas Business Center, Pasig City
 TEL: 686-33-68 FAX: 686-33-68
 Attn: Ms.De Guzman

No. **INV00001**
 Reference No
 Date 01/04/2017

PARTICULAR	AMOUNT
	16,800.17
	8,960.11

Journals:

Doc No.	Date	Account #	Account Name	Debit	Credit
INV00001	01/04/2017	101-C002	101-C002: COSMIC CONSTRUCTION INC.	25,300.28	
INV00001	01/04/2017	108-0000	108-0000: CREDITABLE WTAX	460.00	
INV00001	01/04/2017	305-0000	305-0000: OUTPUT VAT		960.01
INV00001	01/04/2017	600-0200	600-0200: SALES - PERIPHERALS		8,000.10
INV00001	01/04/2017	305-0000	305-0000: OUTPUT VAT		1,800.02
INV00001	01/04/2017	600-0100	600-0100: SALES - HARDWARE		15,000.15
				25,760.28	25,760.28

Twenty Five Thousand Seven Hundred Sixty AND 28/100 Pesos only

TOTAL AMOUNT 25,760.28
ROUNDING ADJ 0.00
NET AMOUNT 25,760.28

Notes
 1. All cheques should be crossed and made payable to
SAMPLE TRADING, INC.
 2. All goods are not returnable or exchangeable

Authorized Signature

Page 1 of 1 100%



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