How to Format the 'Amount in Words'

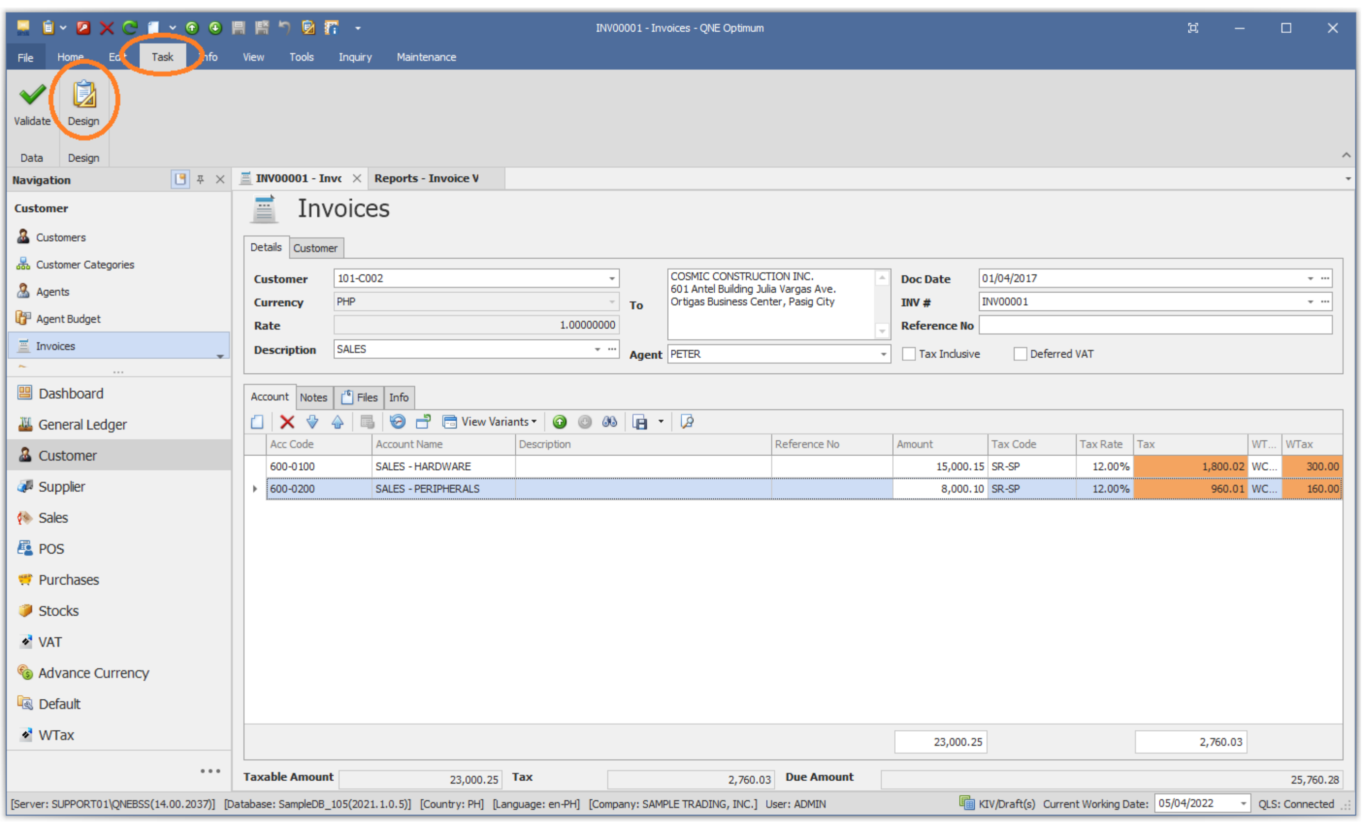
By default, the Amount in Words in the system are all in **uppercase** and prefixed according to the assigned currency. However, the presentation can still be changed by customizing the Print Form(s) using the built-in Report Designer.

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.

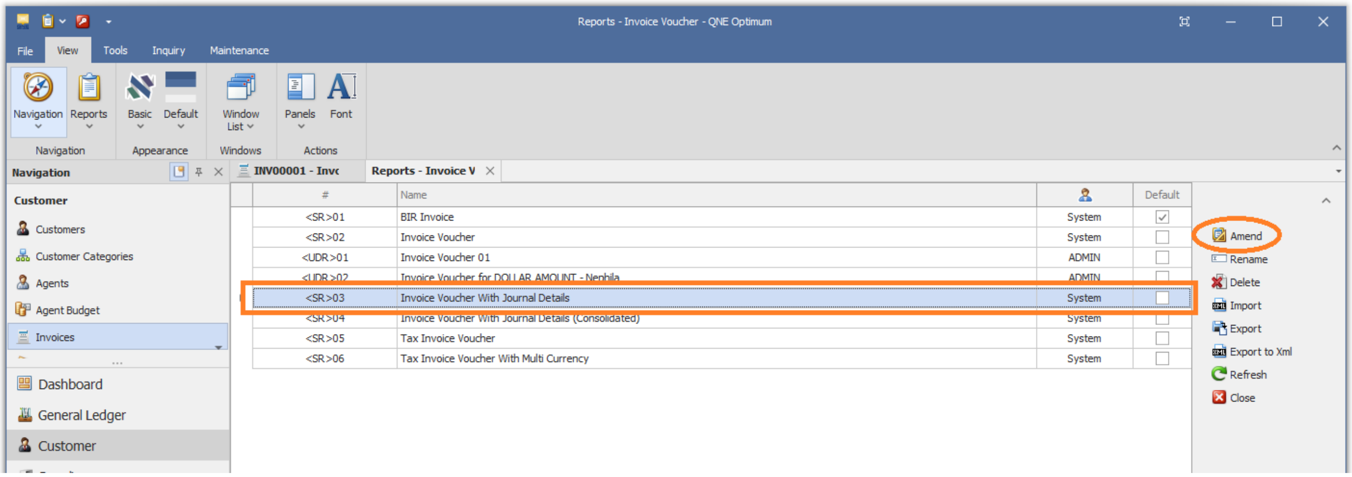
Default output format:
PHILIPPINE PESO TWENTY FIVE THOUSAND SEVEN HUNDRED SIXTY AND 28/100 CENTS ONLY

Modified output format:
Twenty Five Thousand Seven Hundred Sixty AND 28/100 Pesos only

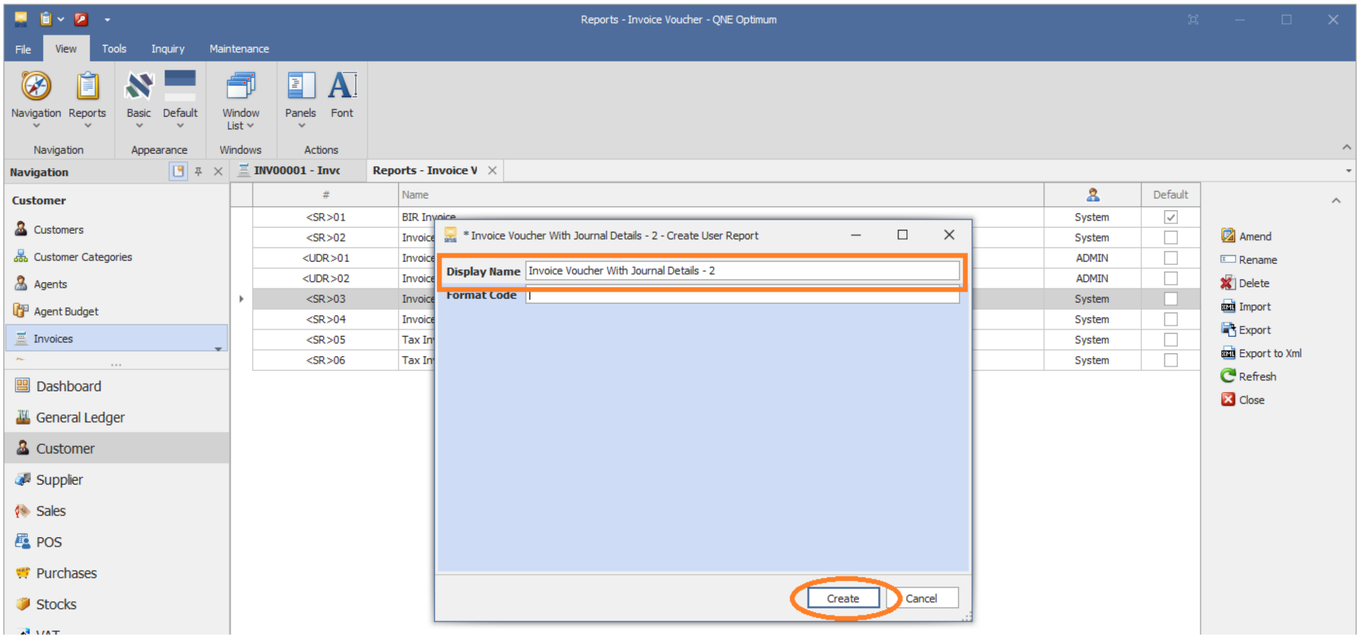
1. On the Customer Invoice, select the **Task** tab, then click on the **Design** button



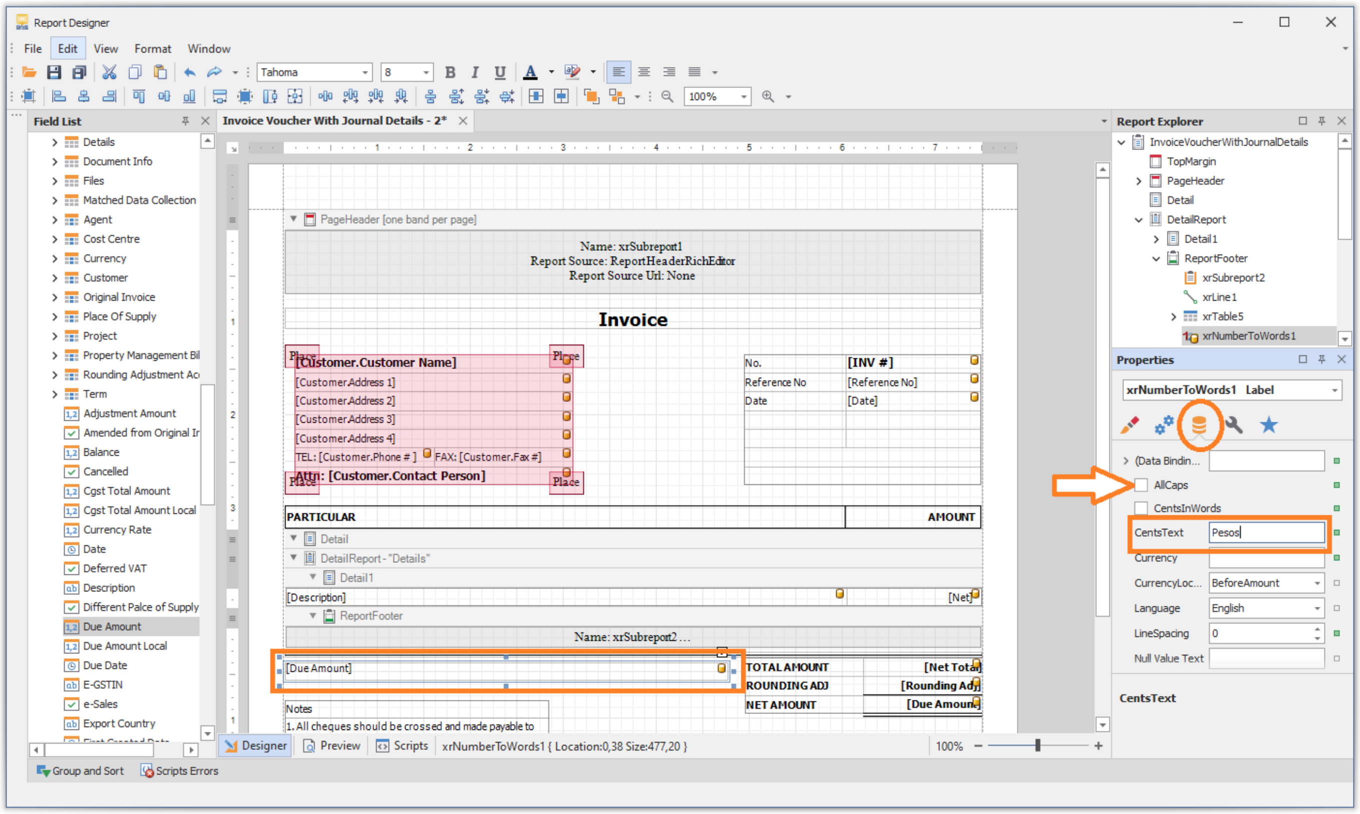
2. Select the Print Format to be modified (e.g. **Invoice Voucher With Journal Details**) then click on the **Amend** button



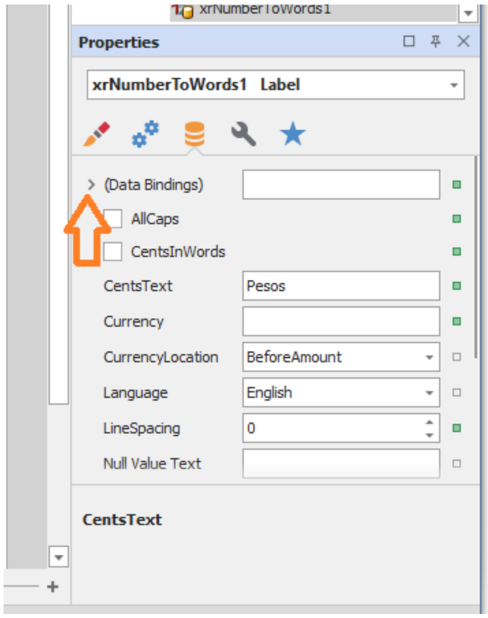
3. Type the preferred **Display Name** (e.g. **Invoice Voucher With Journal Details - 2**) then click on the **Create** button.



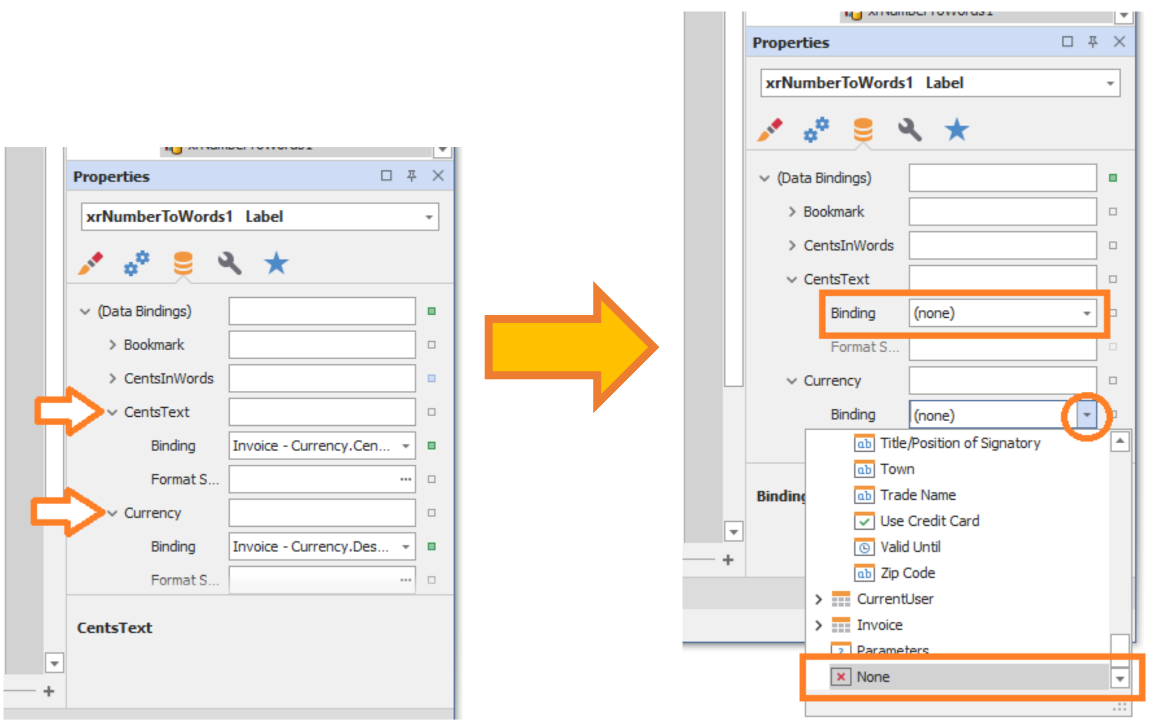
4. Select the **Due Amount** field, click on the **Data** icon under **Properties** pane.
   a) Clear the check box for **AllCaps**.
   b) Change the **CentsText** from **Cents** to **Peso** or **Pesos**



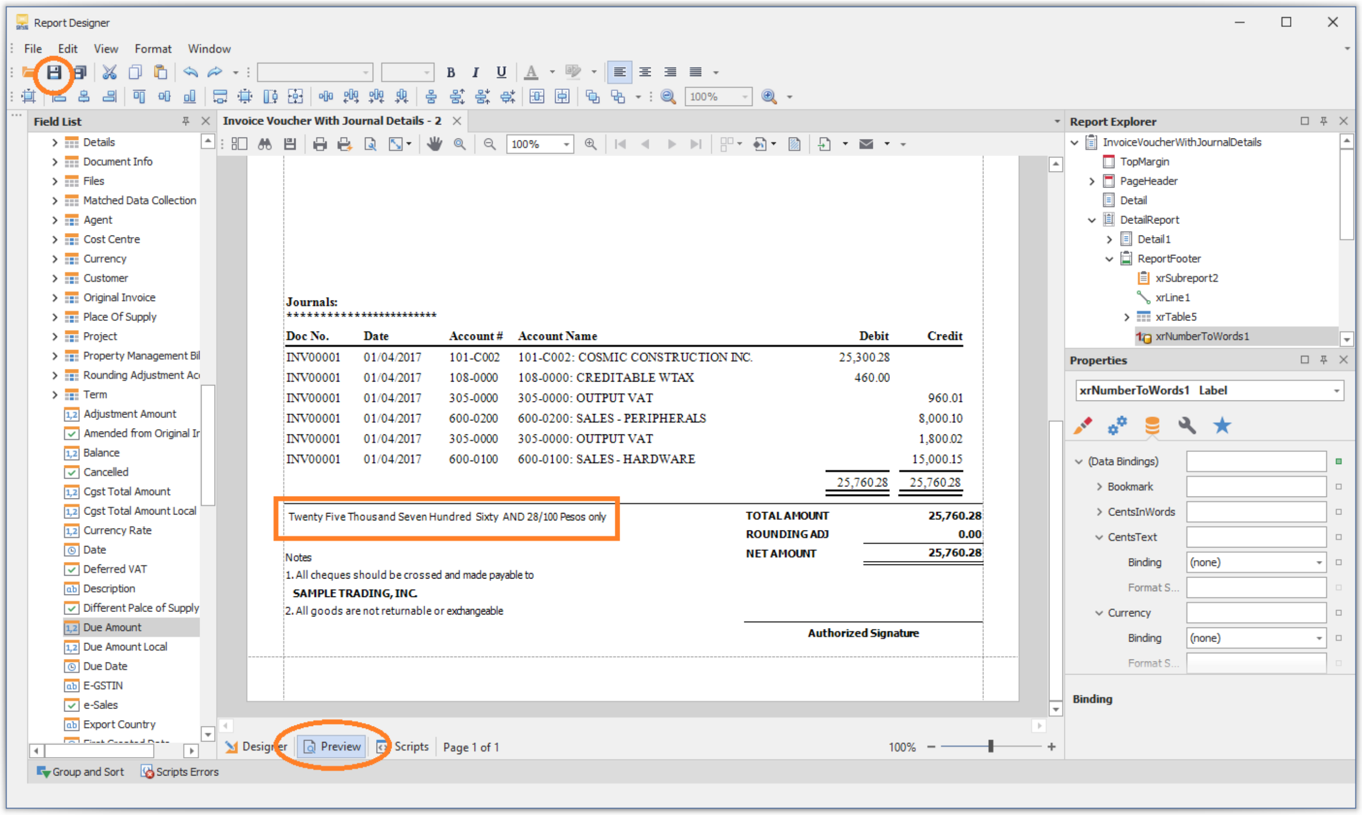
5. Click on the small right arrow (>) to expand the **Data Bindings**



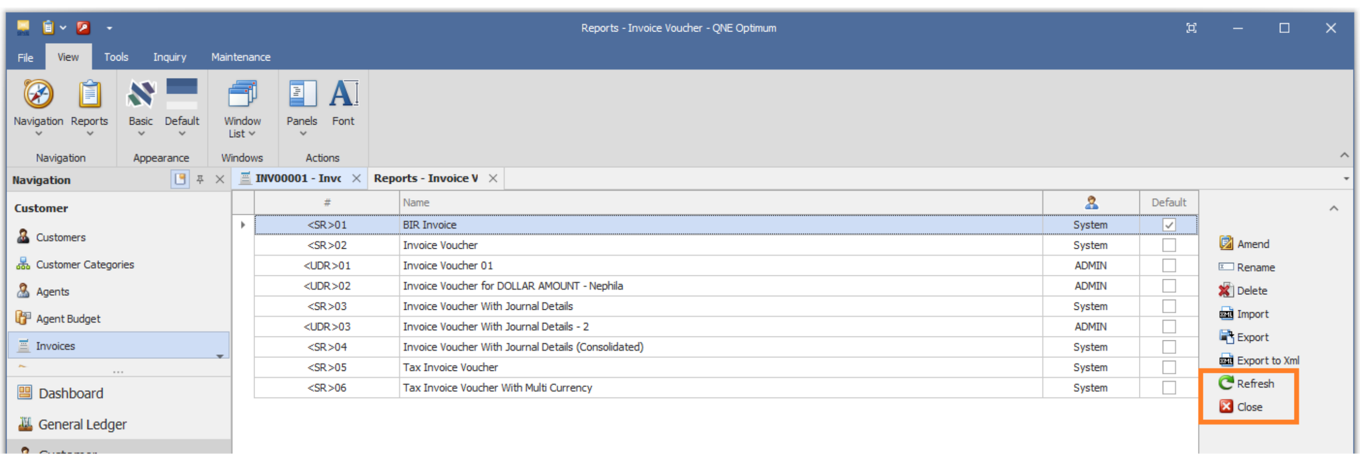
6. Expand the **CentsText** and **Currency** and change the **Binding** to **None**



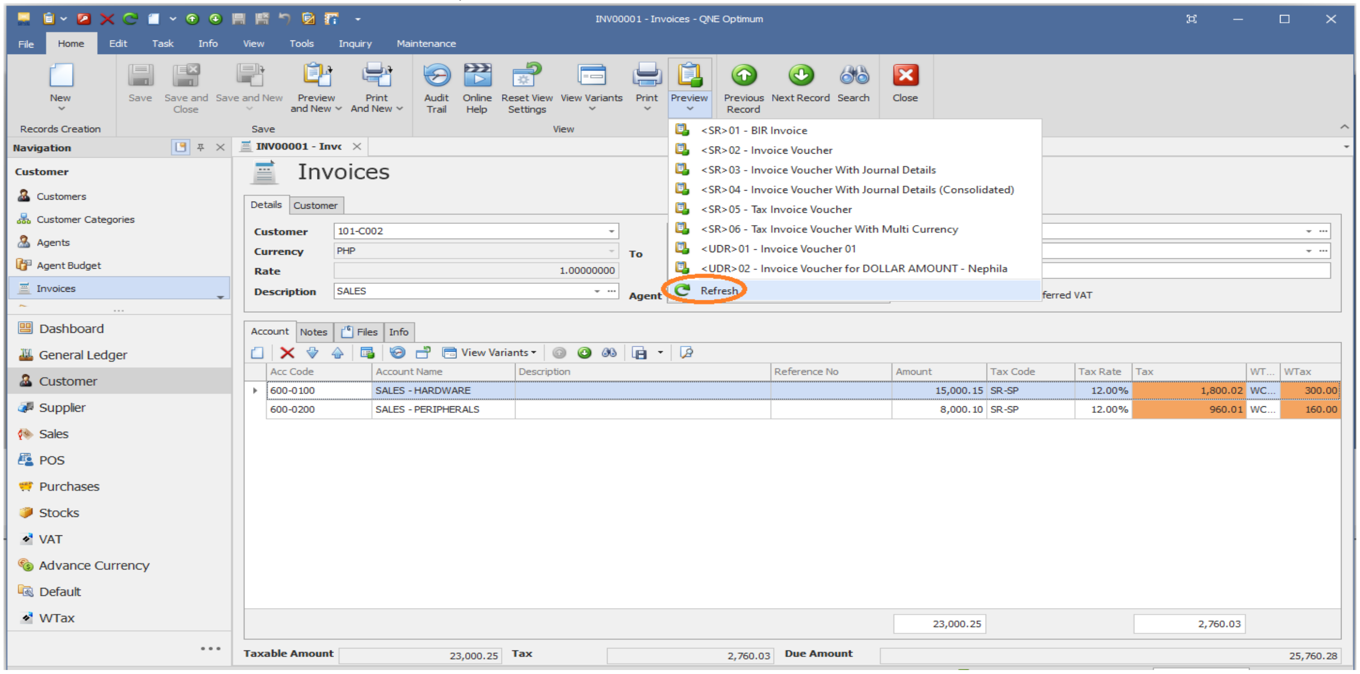
7. Click **Save** then click on the **Preview** tab to view the changes. Close the **Report Designer** if the results are correct.



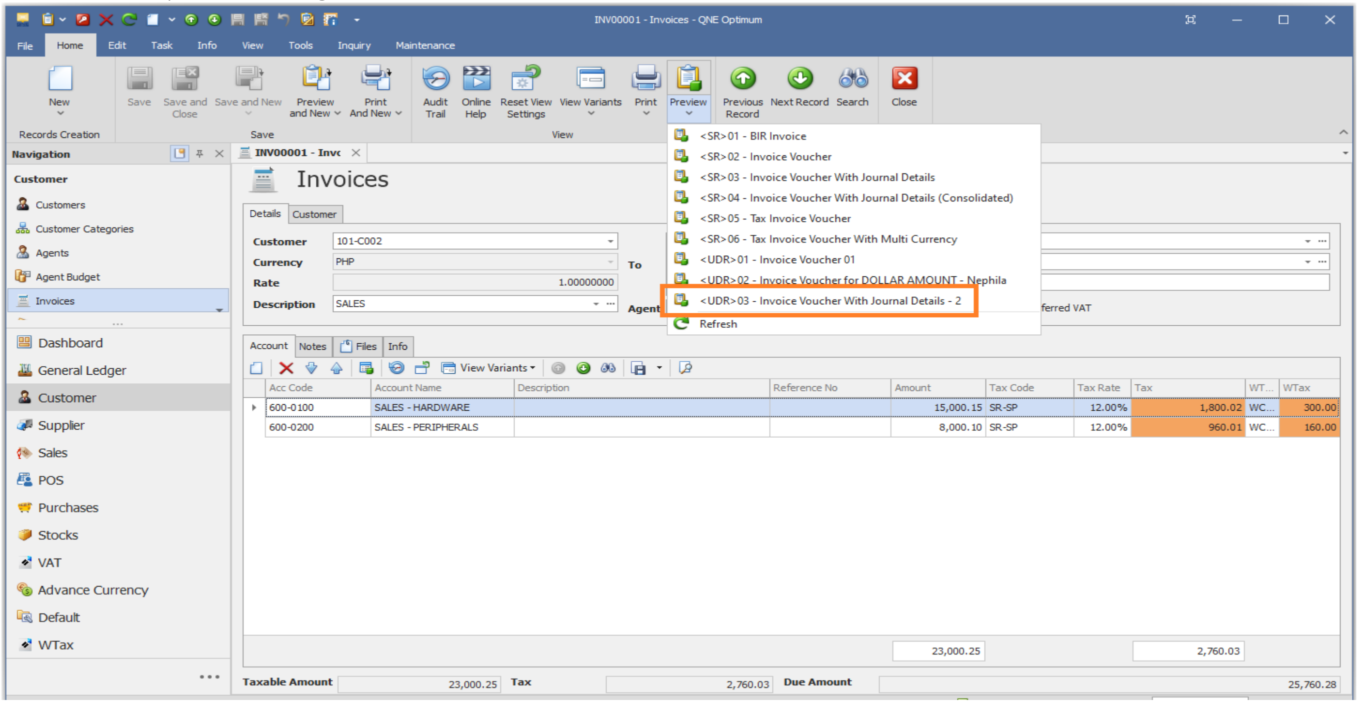
8. Click **Refresh** then **Close** the **Report Designer**

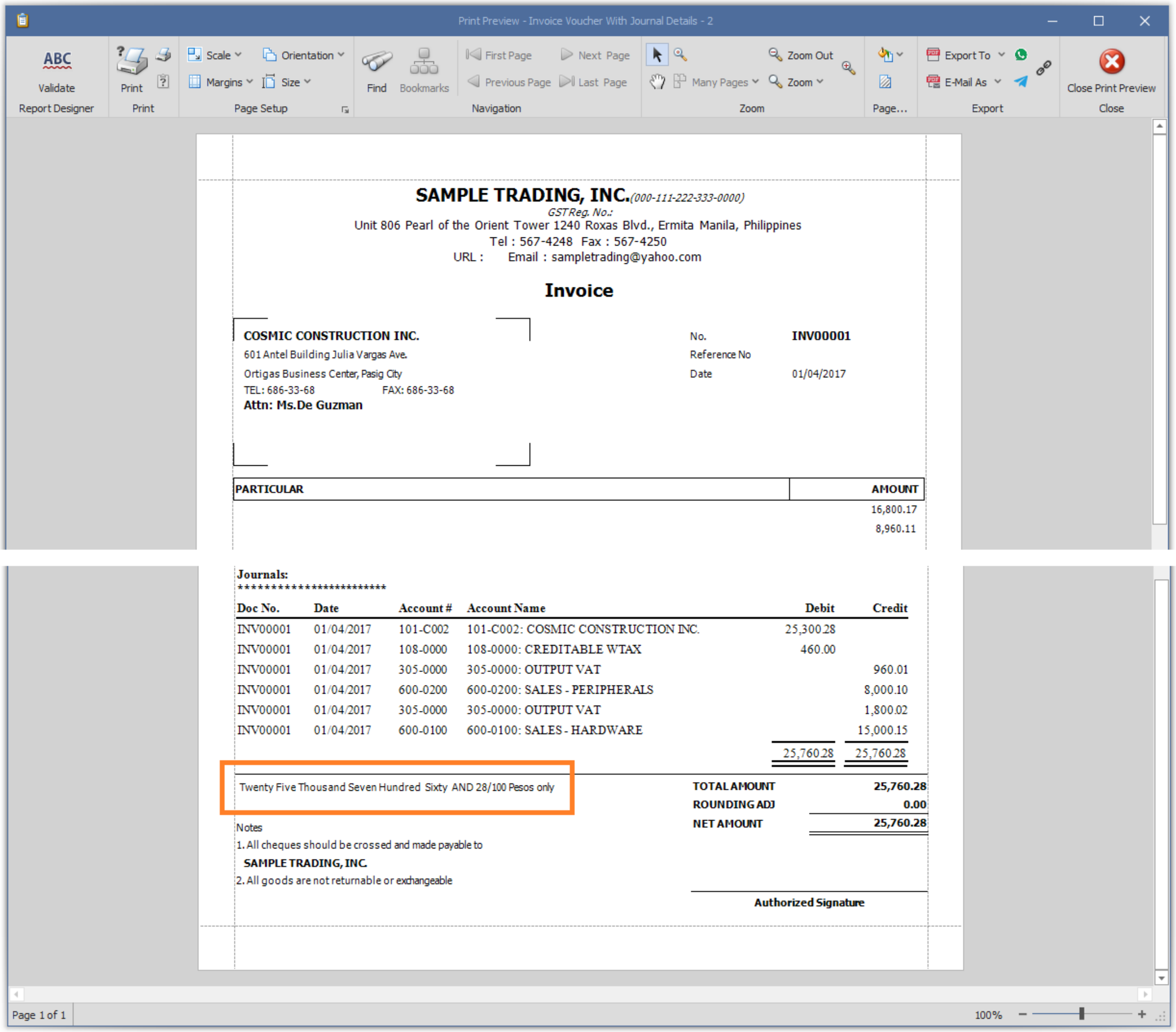


9. Go back to the **Customer Invoice**, click on the small arrow down on the **Preview** button, then select **Refresh** to add the newly created Print Form



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.





SAMPLE TRADING, INC.(000-111-222-333-0000)
GSTReg. 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:
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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

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