



QNE Cloud Accounting How to amend Term and Conditions in Transactions Format

Current Design:

KAPOaasdadsdas(AAA)

AAA AAA AA AA

Tel: 0168539587 Fax: {Fax}

Website: AAA Email: kahpoh666@gmail.com

Sales Invoice

INV2402/001

Bill To:
Ali Cafe Sdn Bhd

Agent:

Date:
Feb 23, 2024

Tel No.:
Registration No.:

Term:
C.O.D.

Reference No.:

Attention:

Due Date:
Feb 23, 2024

DO No.:

#	CODE	DESCRIPTION	QTY	UNIT PRICE	TAXABLE	TAX	NET AMOUNT
	TEST	TEST	1 UNIT(S)	100.00	100.00	0.00	100.00

MALAYSIAN RINGGIT ONE HUNDRED

TAXABLE AMOUNT 100.00

TAX 0.00

TOTAL AMOUNT 100.00

TERMS AND CONDITIONS:

1. All cheques should be crossed and made payable to KAPOaasdads
2. Goods sold are neither returnable nor refundable. Otherwise, a cancellation fee of 20% on purchases price will be imposed.

AUTHORIZED SIGNATURE

Note: wants to edit Term and Condition.

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Solution:

Step 1 - Press Reporting > Press Report Designer.

KAPOasdas
Company ID: 7F5-66C-A5A

LIVE Licensed

Dashboard

General Ledger

Account Receivable

Account Payable

Sales

Purchases

Stock

Company

Tax

AI

Reporting

Report Center

Reports Designer

Account

Dashboard Stocks & Services INV2402/001

Home / Sales / Sales Invoices / INV2402/001

Sales Invoice

* Customer

700-A003 Ali Cafe Sdn Bhd

Currency Rate MYR 1.000000

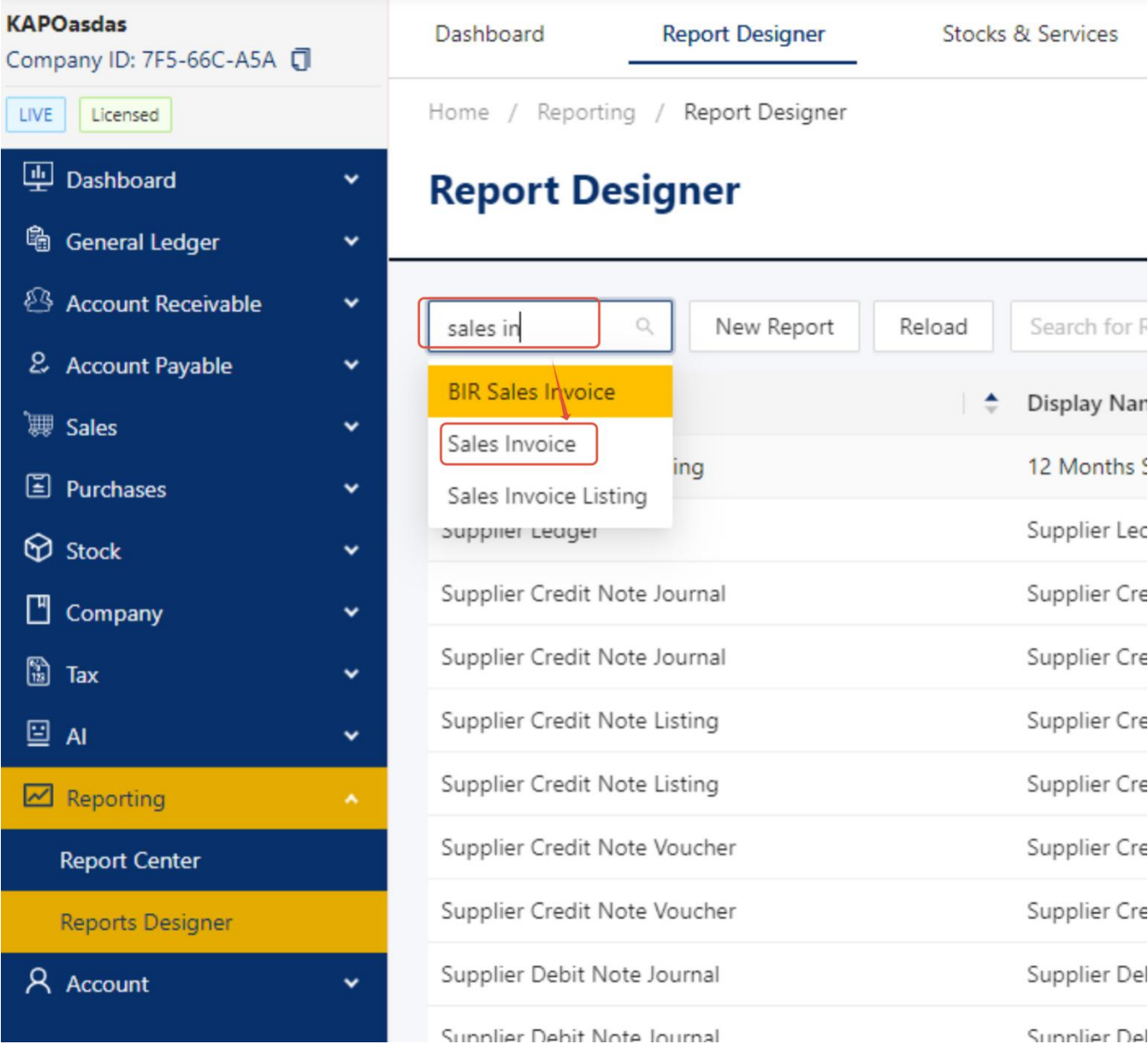
* Term C.O.D.

Description SALES

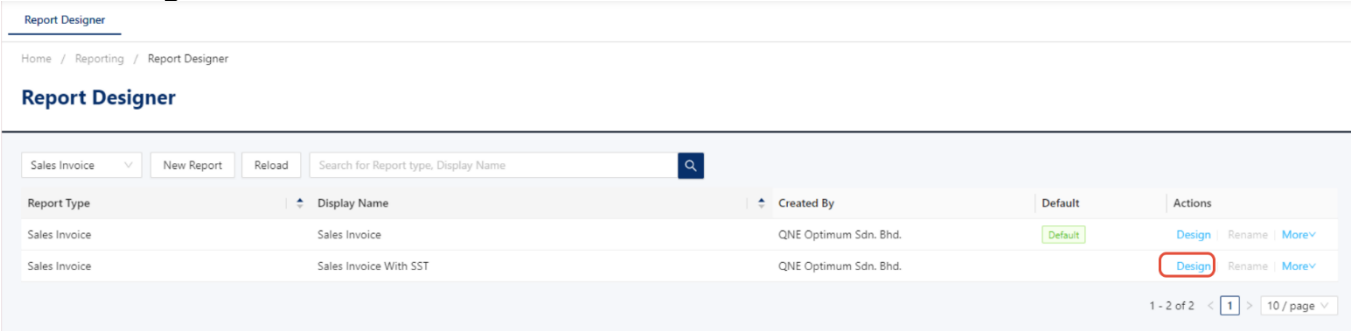
Details Notes Others DO Address

#	Stock	
1	TEST	TEST

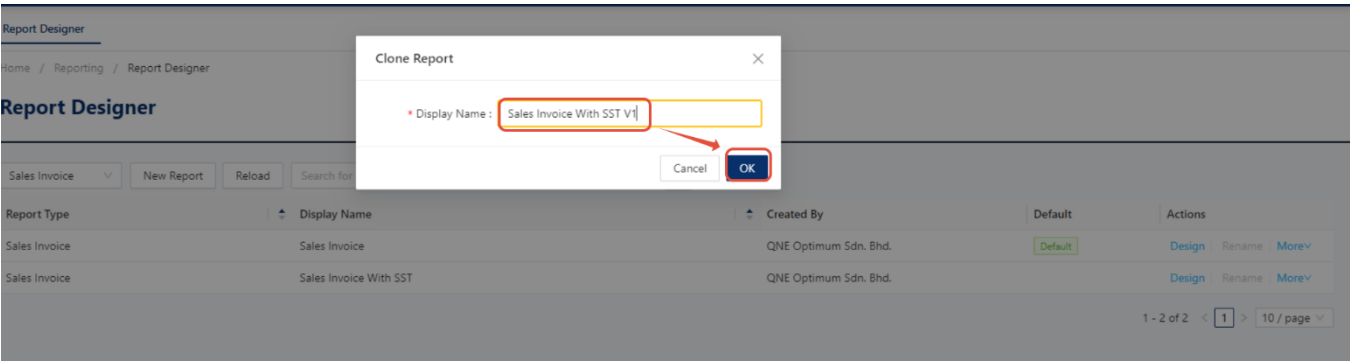
Step 2 - in Report Designer table, User can directly filter which form wants to customize
Example: Filter with Sales Invoice.



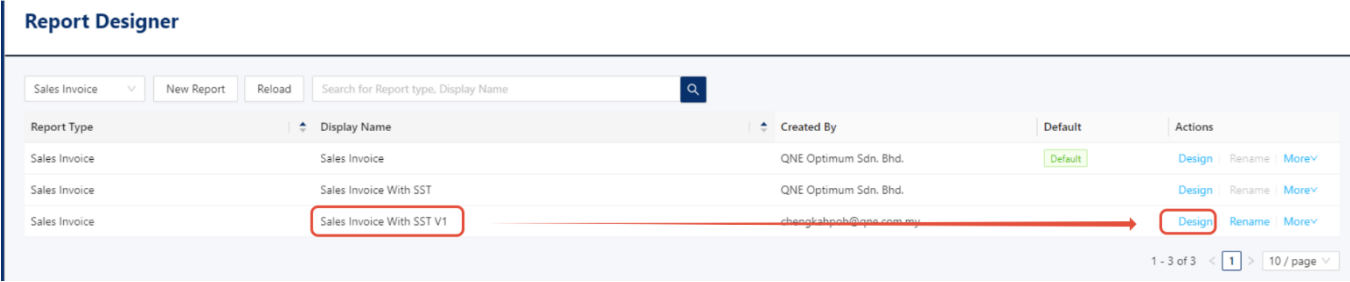
Step 3 - there is 2 Predefine Format which Provided by QNE Software, Example i wants to Design a different term and conditions with Sales Invoice with SST Format, Press Design button.



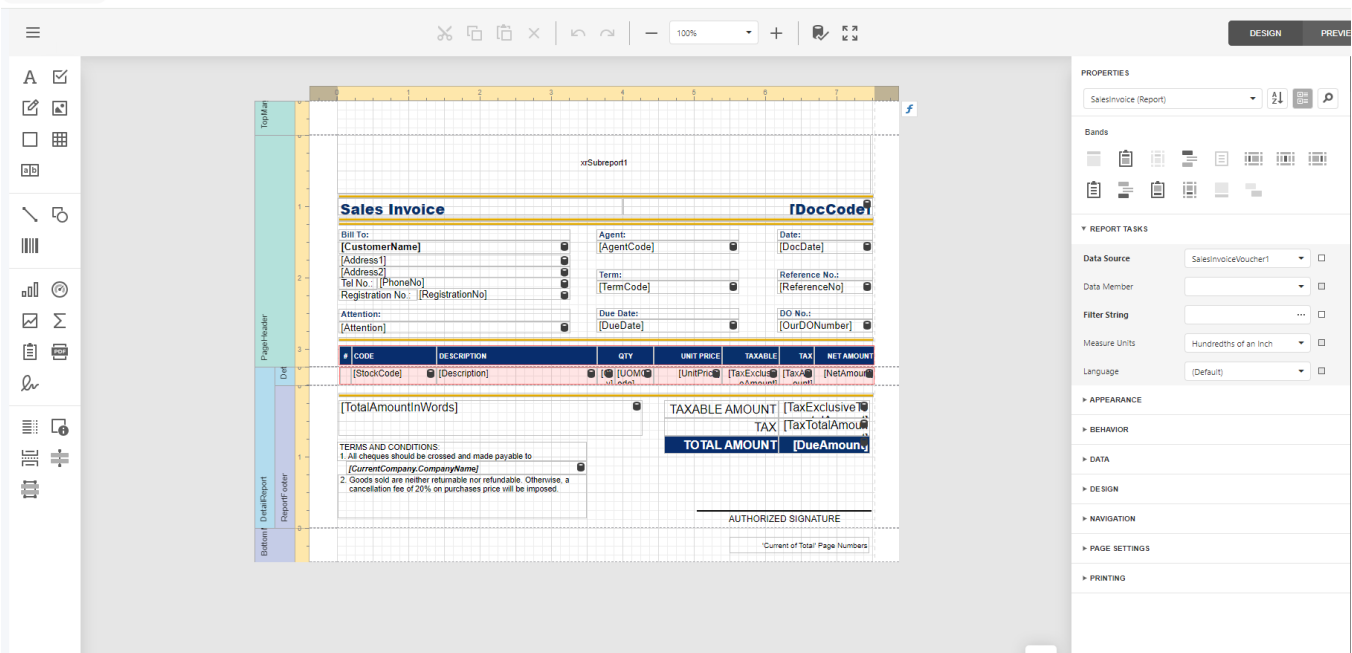
Step 4 - After Press Design Button, a Clone Report pop out Box will appear request to give this report a new Name.
Note: Users are free to place any name they decide, I'll add V1 at behind.



Step 5 - Then Press again Design with the new format that user clone just now.

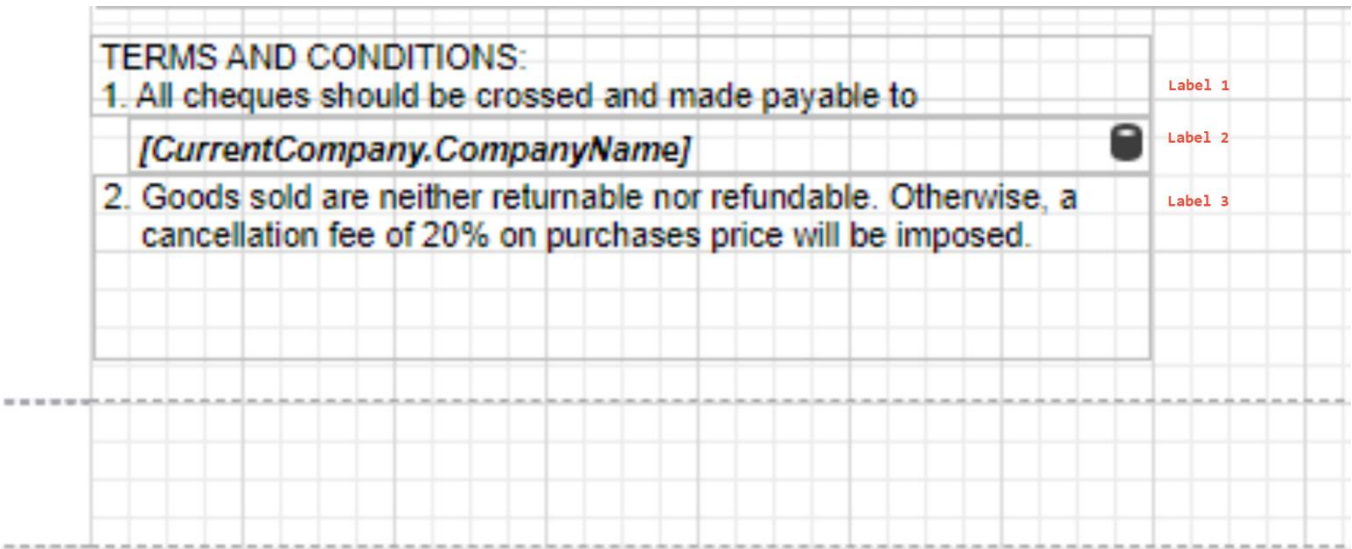


Step 6 - System will zoom user to report designer page



Note: Now, We can start change term and condition

- Note: So, Now we zoom to the part we wants to customize
- there is 3 Label here
- 1st - Normal label (which allow user manual Edit)
 - 2nd - Company name label. (which will auto detect Company name from Company profile, not allow edit)
 - 3rd - Normal Label (which allow user manual Edit)



And now i wants to Edit 3rd Label to

'We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct'

Step 7 - All i need to do is double click the 3rd Column, then can start manual keyin

Before:

TERMS AND CONDITIONS:		
1. All cheques should be crossed and made payable to		
[CurrentCompany.CompanyName]		
2. Goods sold are neither returnable nor refundable. Otherwise, a		
cancellation fee of 20% on purchases price will be imposed.		

After:

TERMS AND CONDITIONS:		
1. All cheques should be crossed and made payable to		
[CurrentCompany.CompanyName]		
2. We Declare that this invoice shows the actual price of the goods		
described and that all particulars are true and correct		

Then Click Save
1st - Press Menu Button

Then Click Save.

MENU

- Add Data Source...
- Localization...
- Save**
- Download
- Exit

100%

#	CODE	DESCRIPTION	QTY	UNIT PRICE	TAXABLE	TAX	NET AMOUNT
[StockCode]	[Description]	[UOM]	[UnitPrice]	[TaxExclusiveAmount]	[TaxAmount]	[NetAmount]	
[TotalAmountInWords]							
TERMS AND CONDITIONS 1. All cheques should be crossed and made payable to [CurrentCompany.CompanyName] 2. We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.				TOTAL AMOUNT [DueAmount]			

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*Current of Total Page Numbers

Now When preview Sales invoice, User will find a new format option which customized just now, Press the new option.

Press the new format, Users will get the desired term and condition.

Report DesignerSales InvoicesINV2402/001

Home / Sales / Sales Invoices / INV2402/001

Sales Invoice

AddEditPreview

Sales Invoice

Sales Invoice With SST

Sales Invoice With SST V1

* Customer700-A003Ali Cafe Sdn Bhd

Billing Address

Attention

* Date23/02/2024

Currency RateMYR1.000000

* TermC.O.D.

Agent

Our DO #

Ref No.

DescriptionSALES

Project

Delivery Term

Tax Inclusive

DetailsNotesOthersDO Address

#	Stock	Description	Qty	UOM	Unit Price	Amount	Tax
1	TEST	TEST	1.000000	UNIT(S)	100.00	100.00	N/A

Taxable100.00

Result

KAPOaasdasdsdas(AAA)

AAA AAA AA AA

Tel: 0168539587 Fax: {Fax}

Website: AAA Email: kahpoh666@gmail.com

Sales Invoice

INV2402/001

Bill To:
Ali Cafe Sdn Bhd

Agent:

Date:
Feb 23, 2024

Tel No.:
Registration No.:

Term:
C.O.D.

Reference No.:

Attention:

Due Date:
Feb 23, 2024

DO No.:

#	CODE	DESCRIPTION	QTY	UNIT PRICE	TAXABLE	TAX	NET AMOUNT
	TEST	TEST	1 UNIT(S)	100.00	100.00	0.00	100.00

MALAYSIAN RINGGIT ONE HUNDRED

TAXABLE AMOUNT 100.00

TAX 0.00

TOTAL AMOUNT 100.00

TERMS AND CONDITIONS:

1. All cheques should be crossed and made payable to

KAPOaasdas

2. We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

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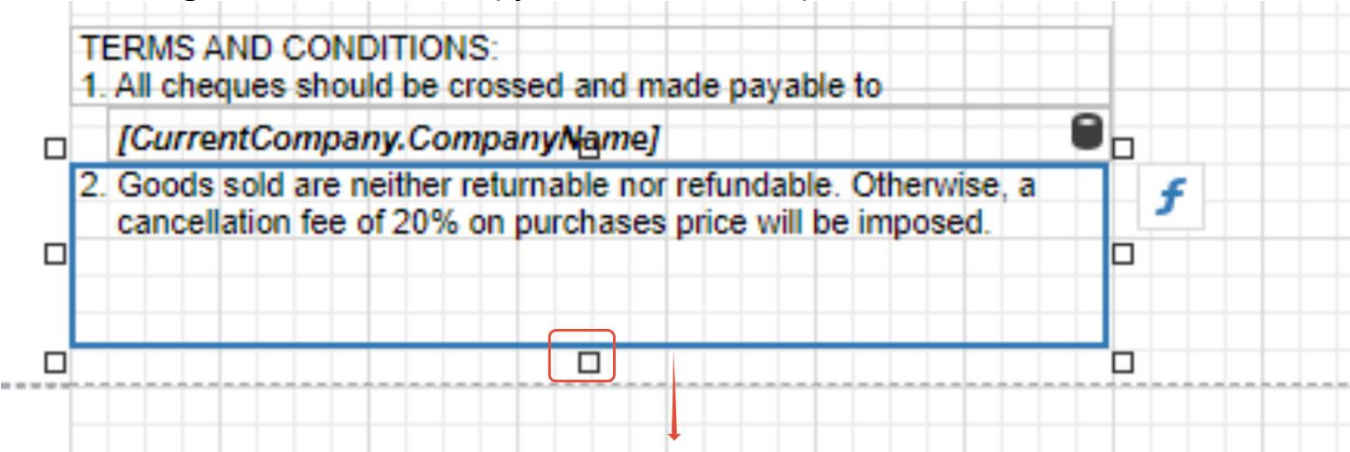


What if i wants to add 3rd condition, instead of adding new condition.

As you can see the 3rd Label still have many space, we can expand to label by drag wider a little bit.

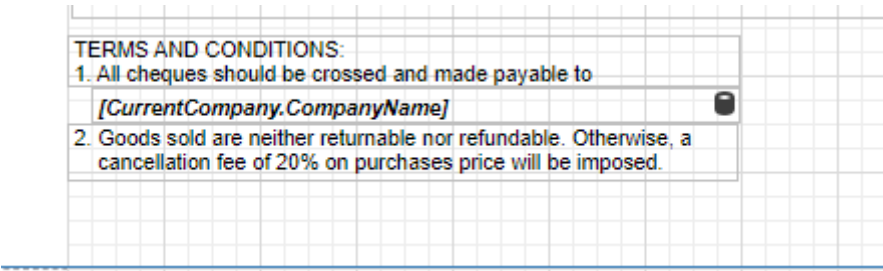
OR

We can drag it smaller, then copy (CTRL+ C), then paste Label (CTRL+V)



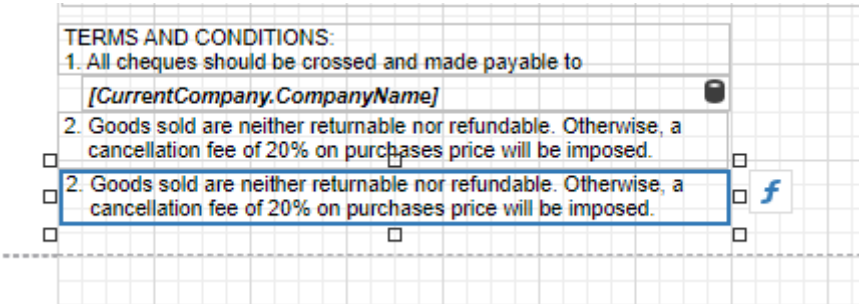
Copy and Paste Label

Before



After Paste Label

Note: User can Click the Label, Hold the Left Click to Move label to correct place.



If you Choose 1st Option Drag Wider, and insert No.3 Condition.

TERMS AND CONDITIONS:

1. All cheques should be crossed and made payable to

cancellation fee of 20% on purchases price will be imposed.

3. We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

If you Choose 2nd Method, add new label.

TERMS AND CONDITIONS:

1. All cheques should be crossed and made payable to

2. Goods sold are neither returnable nor refundable. Otherwise, a cancellation fee of 20% on purchases price will be imposed.

3. We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

CTRL + C

CTRL+V

Same Press Menu Button, Click Save.

MENU

- Add Data Source...
- Localization...
- Save**
- Download
- Exit

100%

TopMap

Page-Header

Def

DetailReport

ReportFooter

Bottom

xtSubreport1

Sales Invoice **IDocCode**

Bill To: [CustomerName] Agent: [AgentCode] Date: [DocDate]
 [Address1] [AgentCode]
 [Address2] Term: [TermCode] Reference No.: [ReferenceNo]
 Tel No.: [PhoneNo] Registration No.: [RegistrationNo] DO No.: [OurDONumber]
 Attention: [Attention] Due Date: [DueDate]

#	CODE	DESCRIPTION	QTY	UNIT PRICE	TAXABLE	TAX	NET AMOUNT
	[StockCode]	[Description]	[UOMCode]	[UnitPrice]	[TaxExclusiveAmount]	[TaxAmount]	[NetAmount]

[TotalAmountInWords] TAXABLE AMOUNT [TaxExclusiveTotal] TAX [TaxTotalAmount] TOTAL AMOUNT [DueAmount]

TERMS AND CONDITIONS:

1. All cheques should be crossed and made payable to

2. Goods sold are neither returnable nor refundable. Otherwise, a cancellation fee of 20% on purchases price will be imposed.

3. We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

AUTHORIZED SIGNATURE

'Current of Total' Page Numbers

KAPOaasdasdsdas(/AAA)
AAA AAA AA AA
Tel: 0168539587 Fax: {Fax}
Website: AAA Email: kahpoh666@gmail.com

Sales Invoice

INV2402/001

Bill To:
Ali Cafe Sdn Bhd

Agent:

Date:
Feb 23, 2024

Tel No.:
Registration No.:

Term:
C.O.D.

Reference No.:

Attention:

Due Date:
Feb 23, 2024

DO No.:

#	CODE	DE	SCRIPTION	QTY	UNIT PRICE	TAXABLE	TAX	NET AMOUNT
TEST		TEST		1 UNIT(S)	100.00	100.00	0.00	100.00

MALAYSIAN RINGGIT ONE HUNDRED	TAXABLE AMOUNT	100.00
	TAX	0.00
	TOTAL AMOUNT	100.00

TERMS AND CONDITIONS:
1. All cheques should be crossed and made payable to
KAP

2. Goods sold are neither returnable nor refundable. Otherwise, a
consolidation fee of 20% on purchase price will be imposed.

3. We Declare that this Invoice shows the actual price of the goods
described and that all particulars are true and correct

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