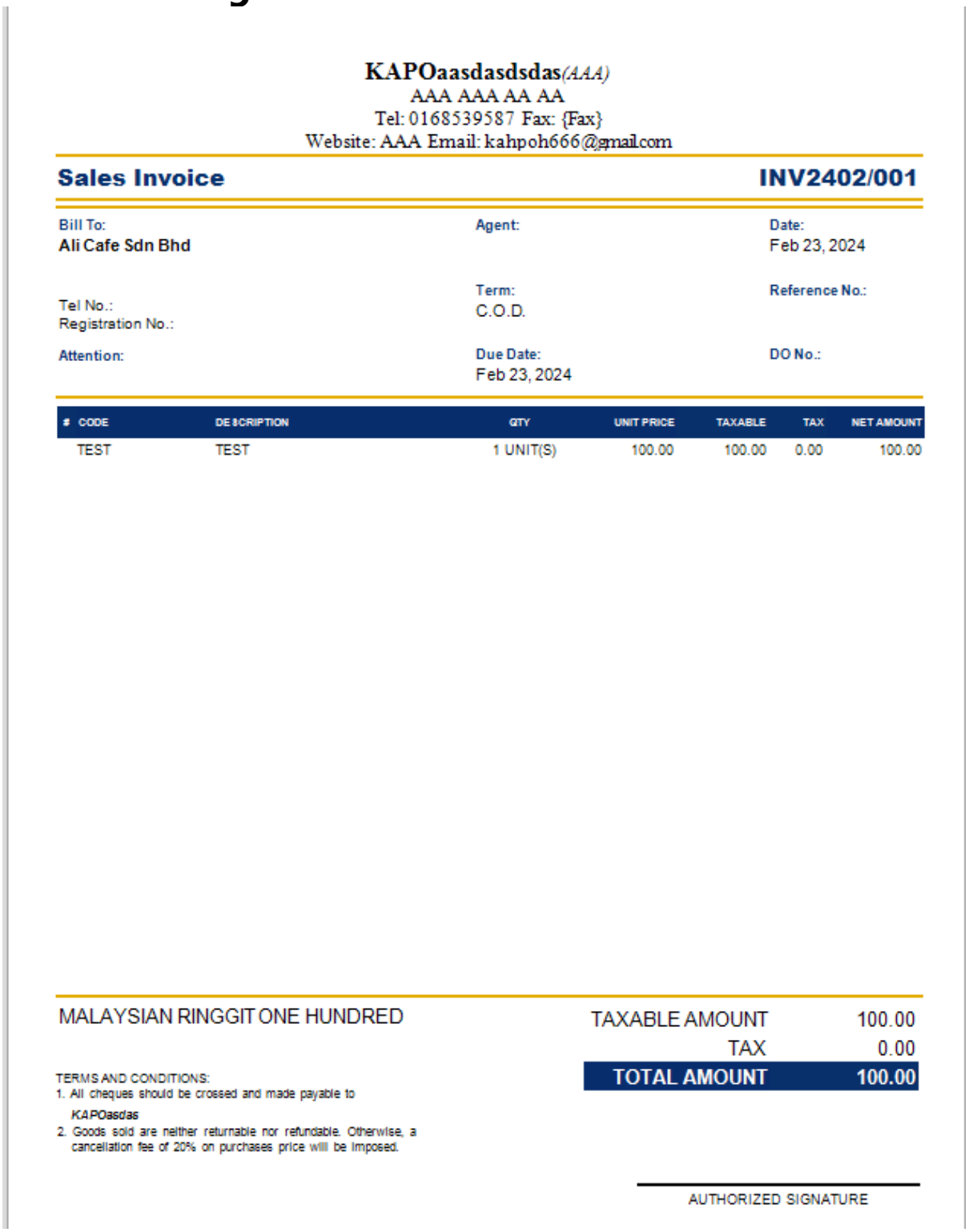
QNE Cloud Accounting How to amend Term and Conditions in Transactions Format

Current Design:



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**

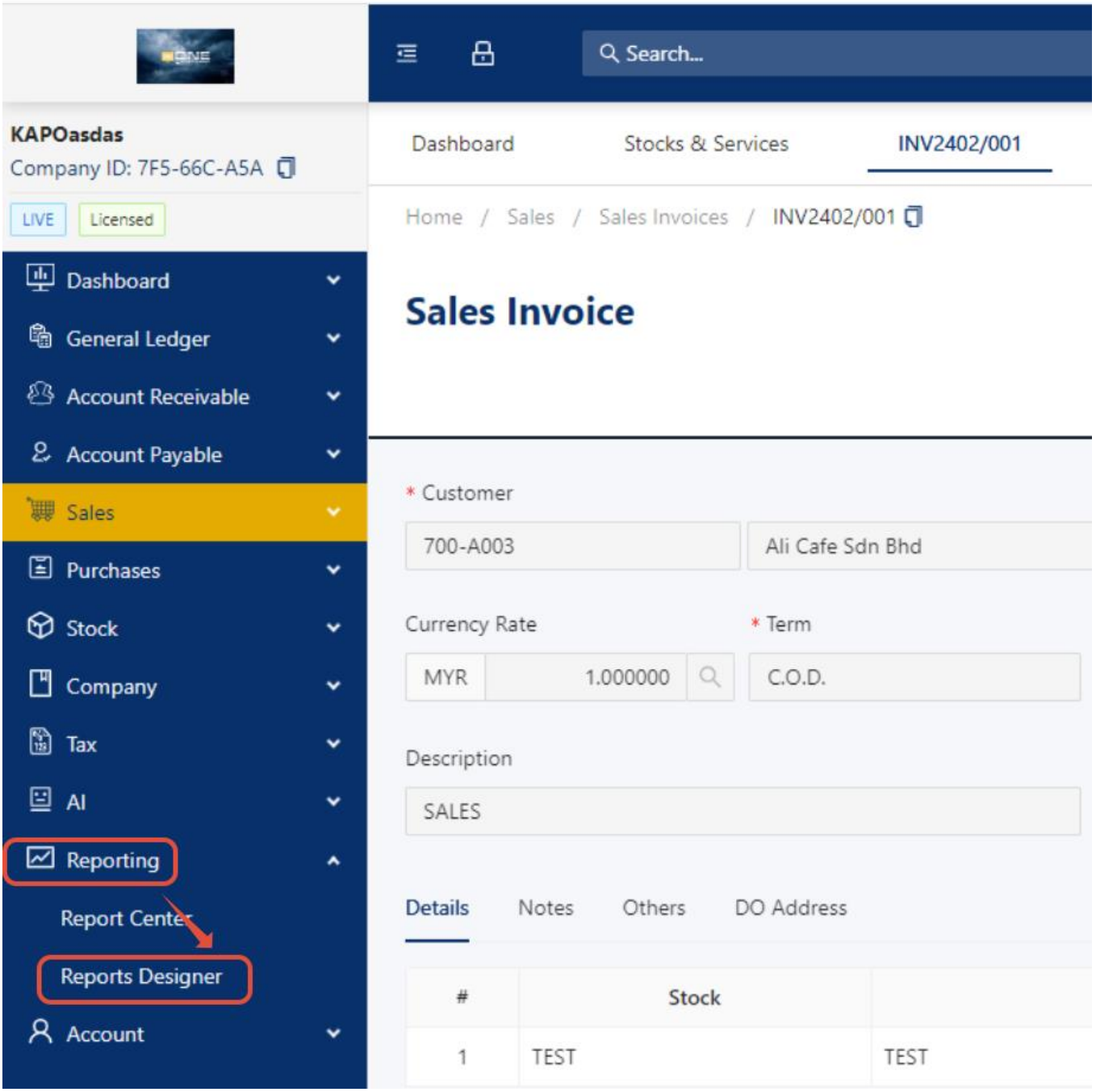
TERMS AND CONDITIONS:
1. All cheques should be crossed and made payable to
KAPOasdas
2. Goods sold are neither returnable nor refundable. Otherwise, a cancellation fee of 20% on purchases price will be imposed.

AUTHORIZED SIGNATURE

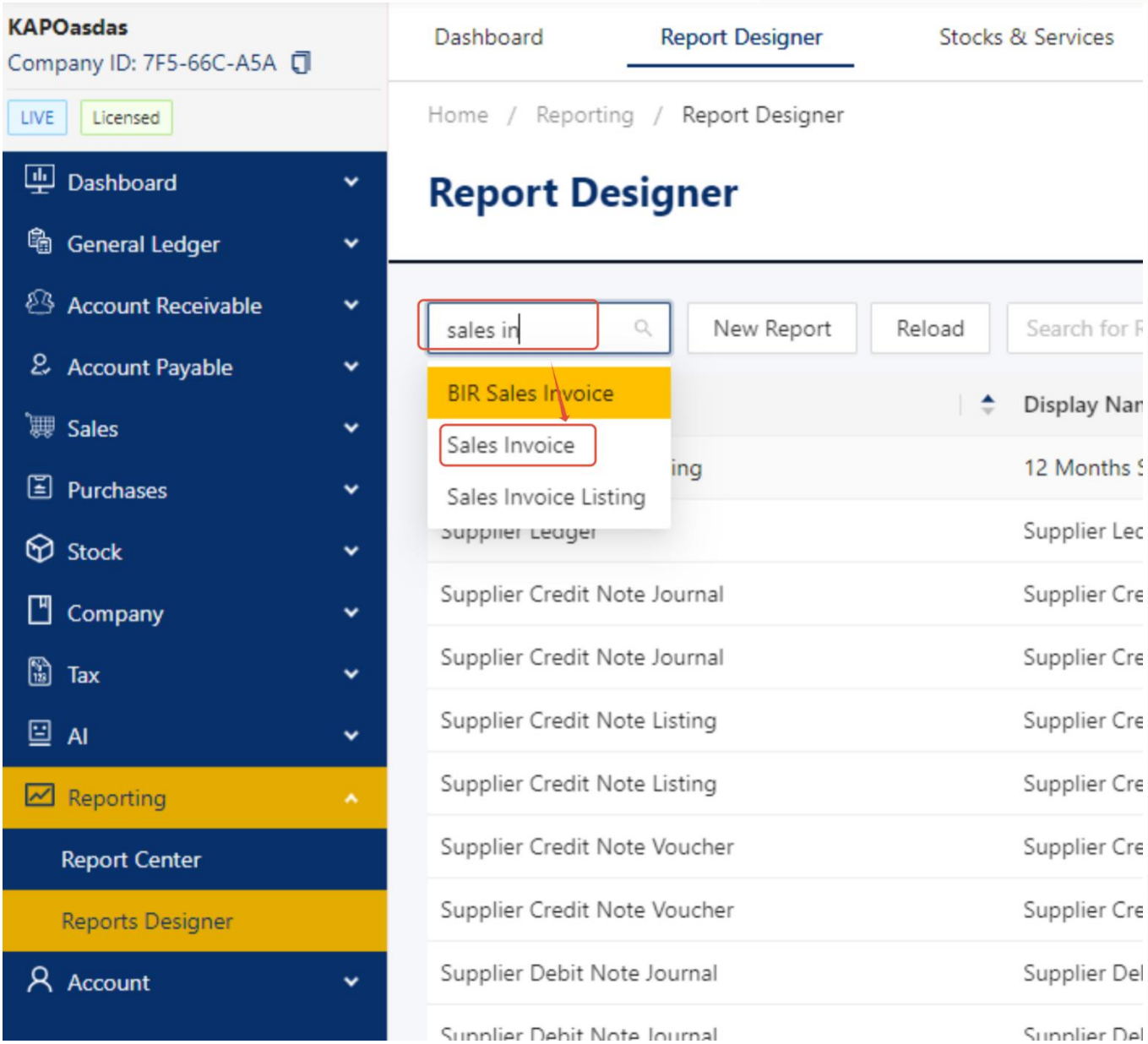
Note: wants to edit Term and Condition.

Solution:

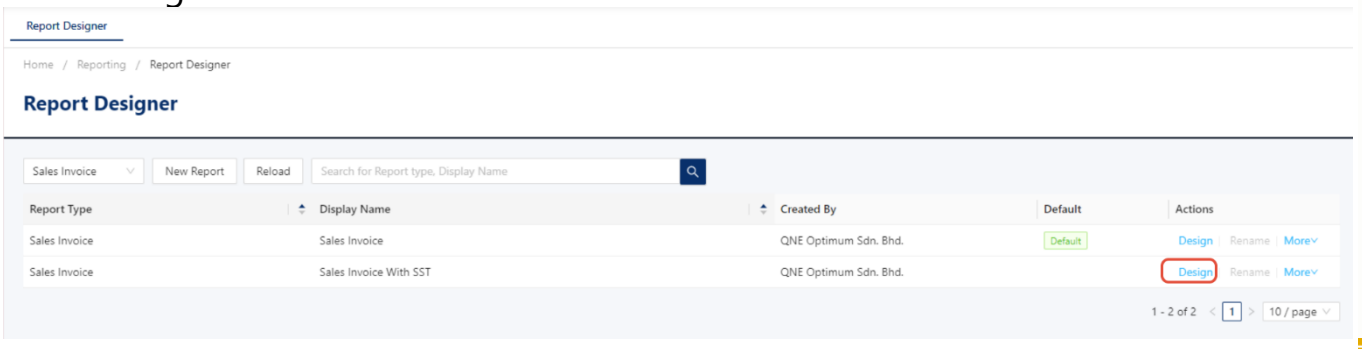
Step 1 - Press Reporting > Press Report Designer.



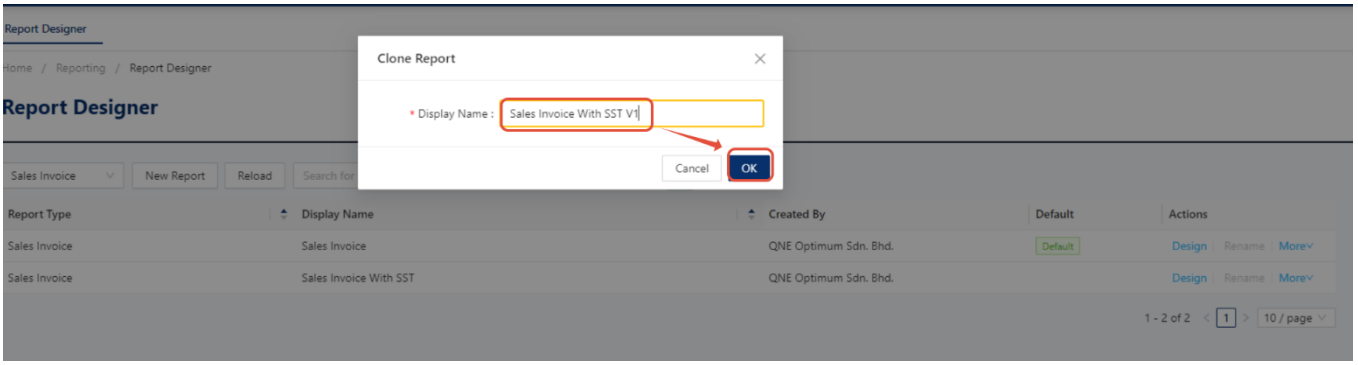
Step 2 - in Report Designer table, User can directly filter which form wants to customize
Example: Filter with Sales Invoice.



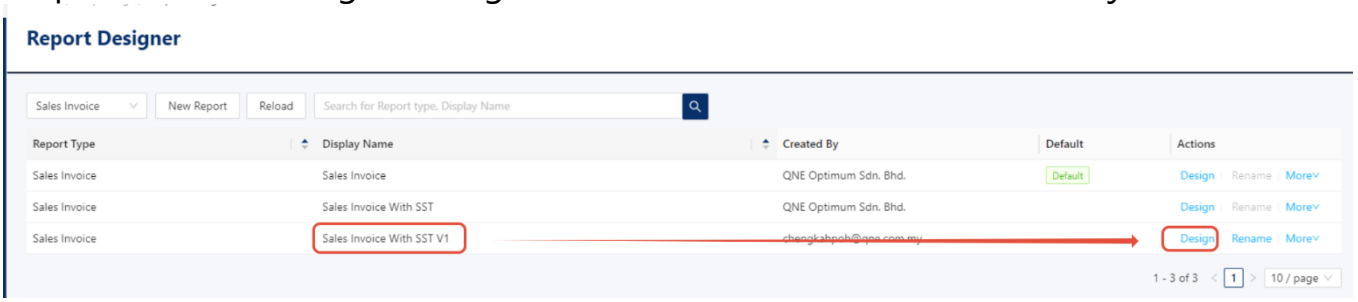
Step 3 - there is 2 Predefine Format which Provided by QNE Software, Example i wants to Design a different term and conditions with Sales Invoice with SST Format, Press Design button.



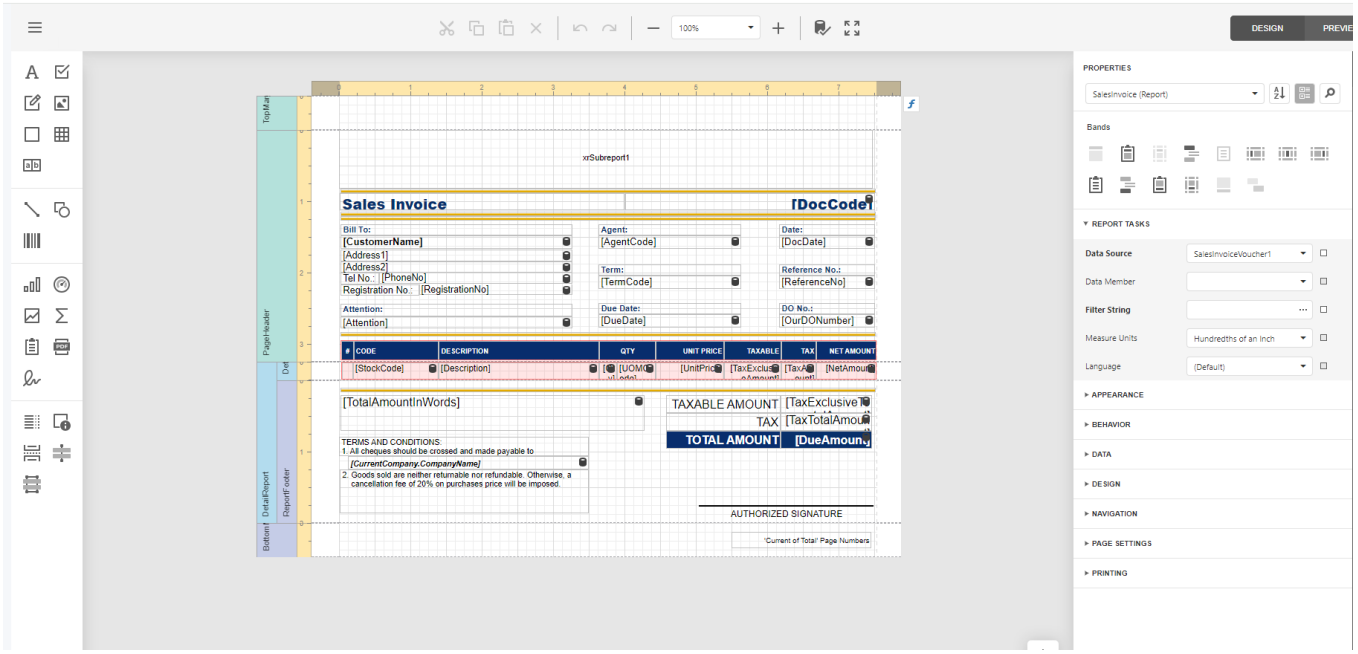
Step 4 - After Press Design Button, a Clone Report pop out Box will appear request to give this report a new Name.
Note: Users are free to place any name they decide, I'll add V1 at behind.



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

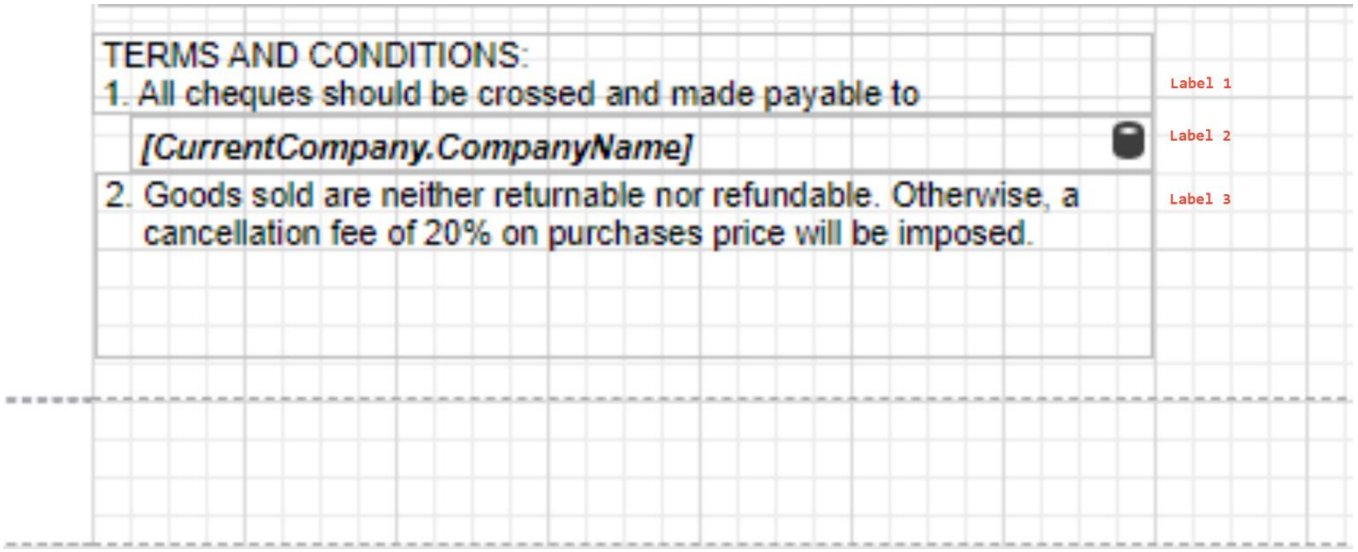


Step 6 - System will zoom user to report designer page



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)

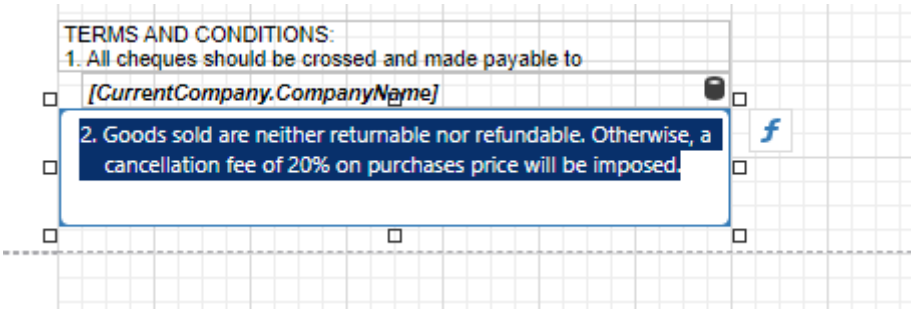


And now i wants to Edit 3rd Label to

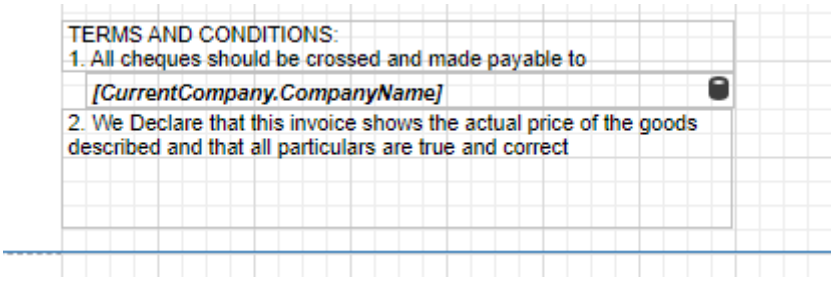
'We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct'

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

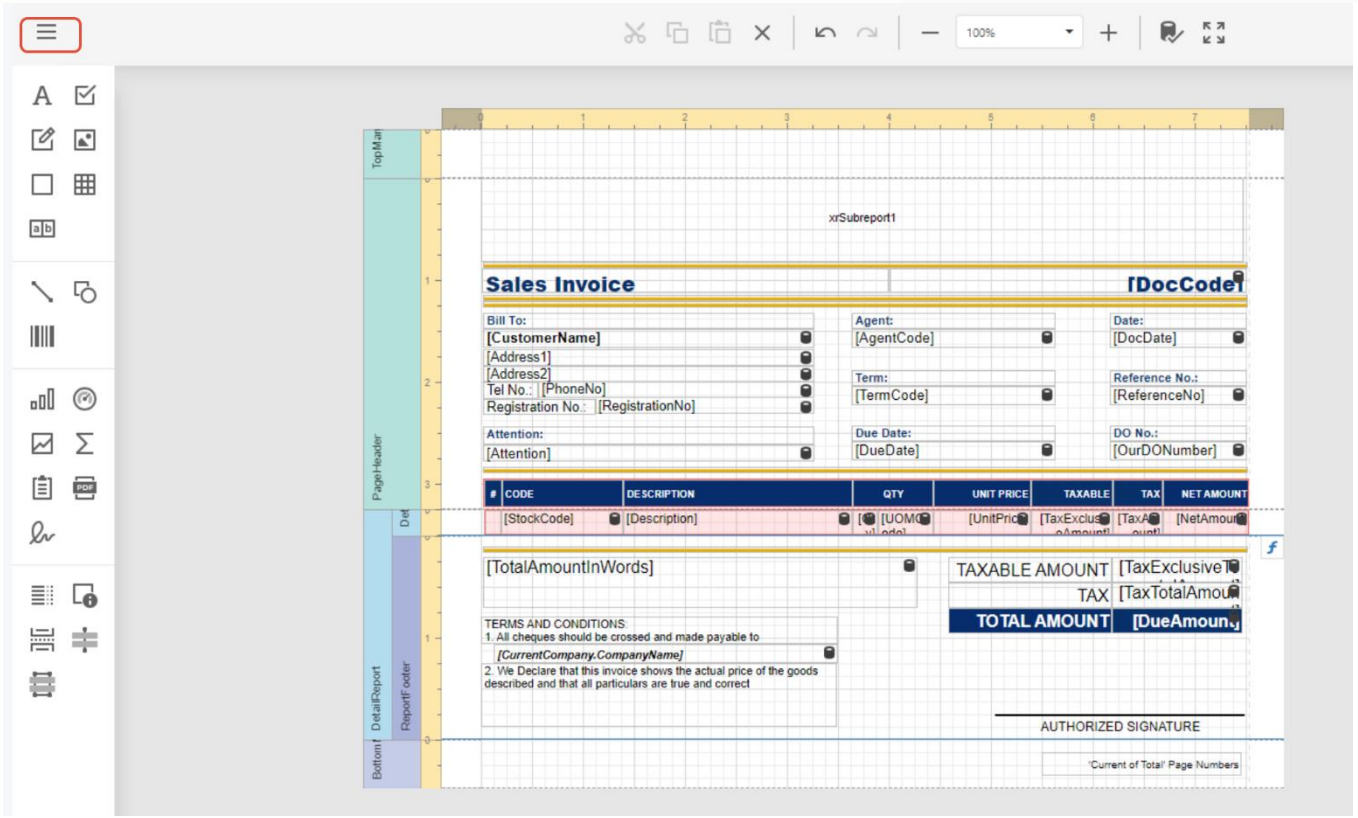
Before:



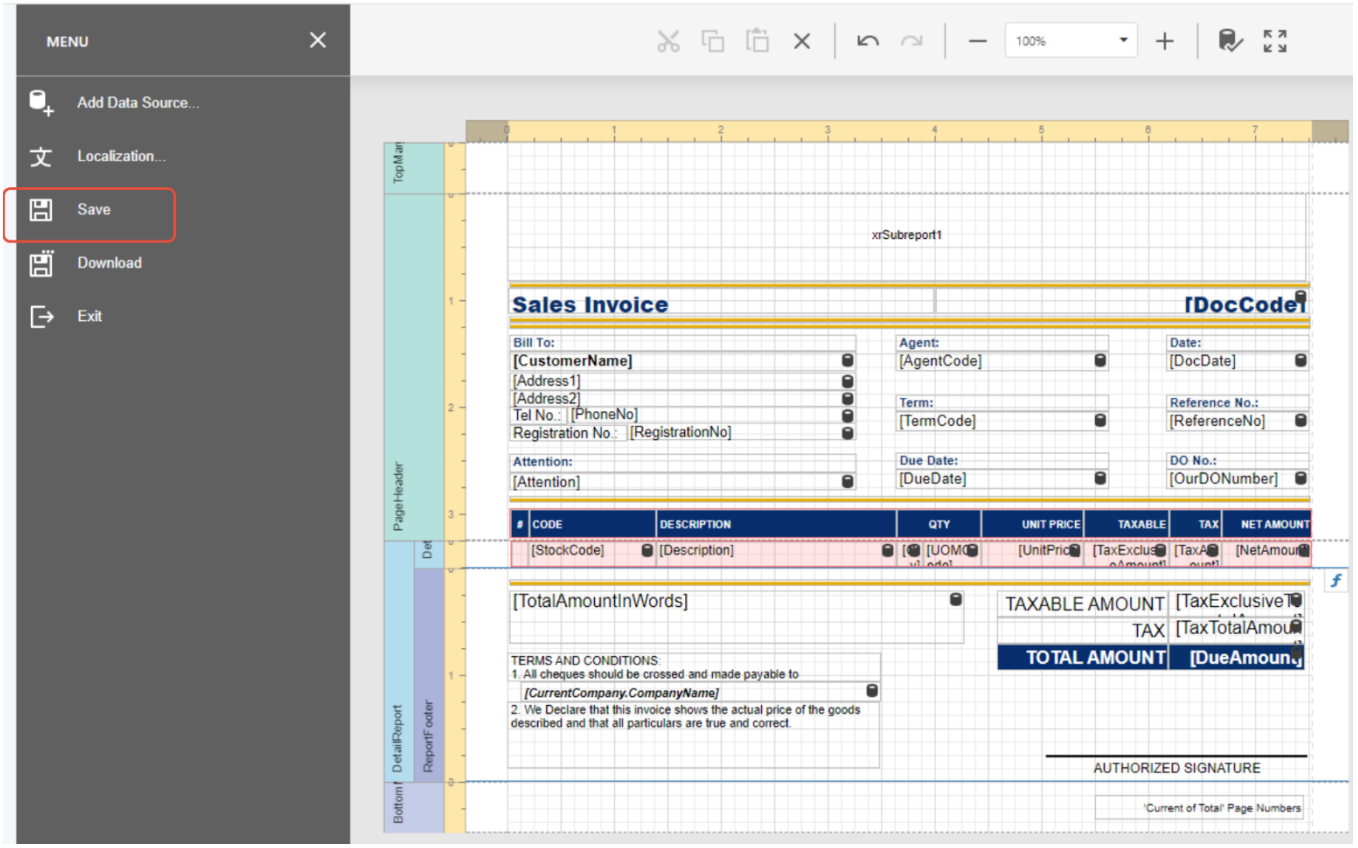
After:



Then Click Save
1st - Press Menu Button

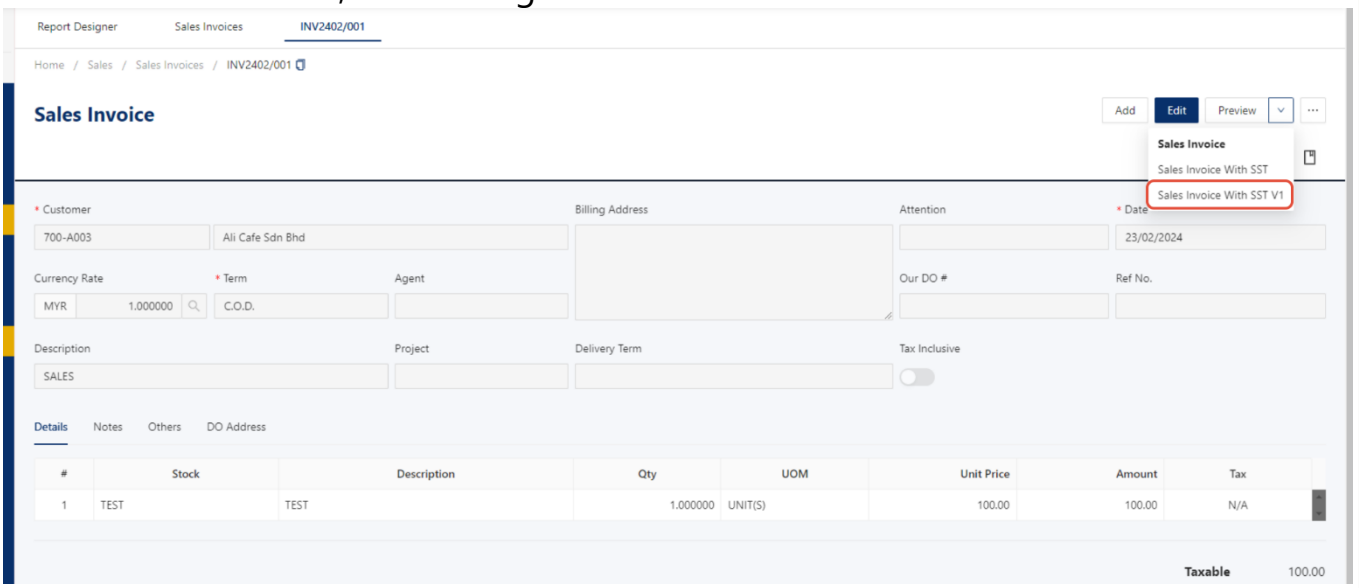


Then Click Save.



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.



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

Tel No.:
Registration No.:

Attention:

Agent:

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C.O.D.

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MALAYSIAN RINGGIT ONE HUNDRED

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TOTAL AMOUNT	**100.00**

TERMS AND CONDITIONS:
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KAPOasdas
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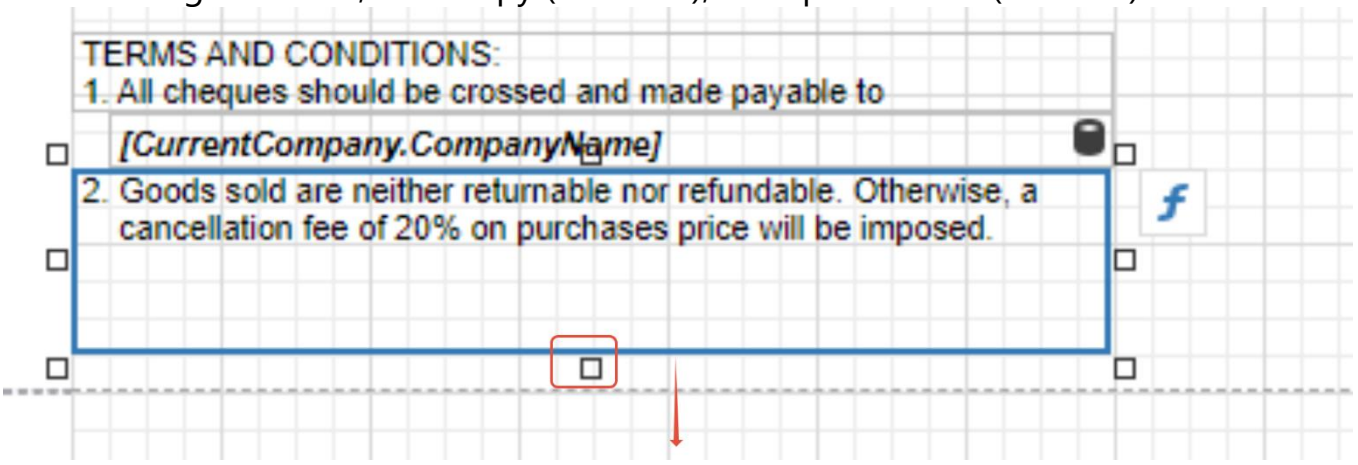
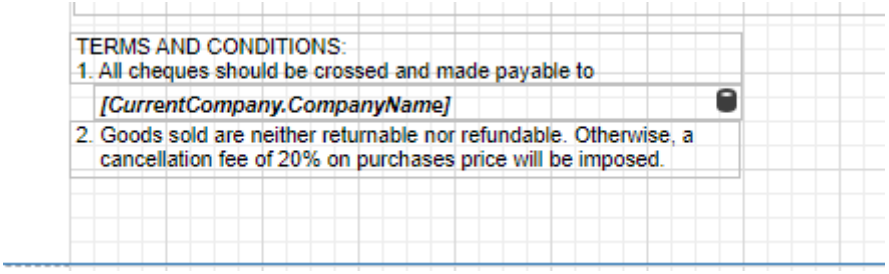
What if i wants to add 3rd condition, instead of adding new condition.

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)

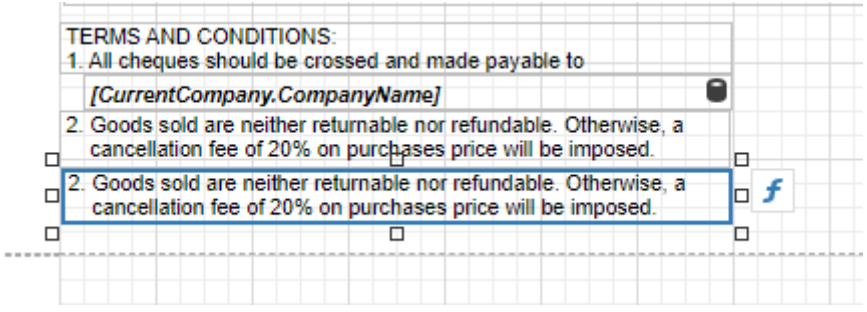


Copy and Paste Label

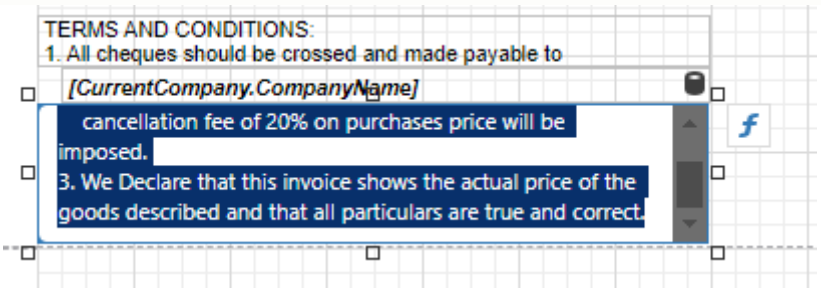
Before



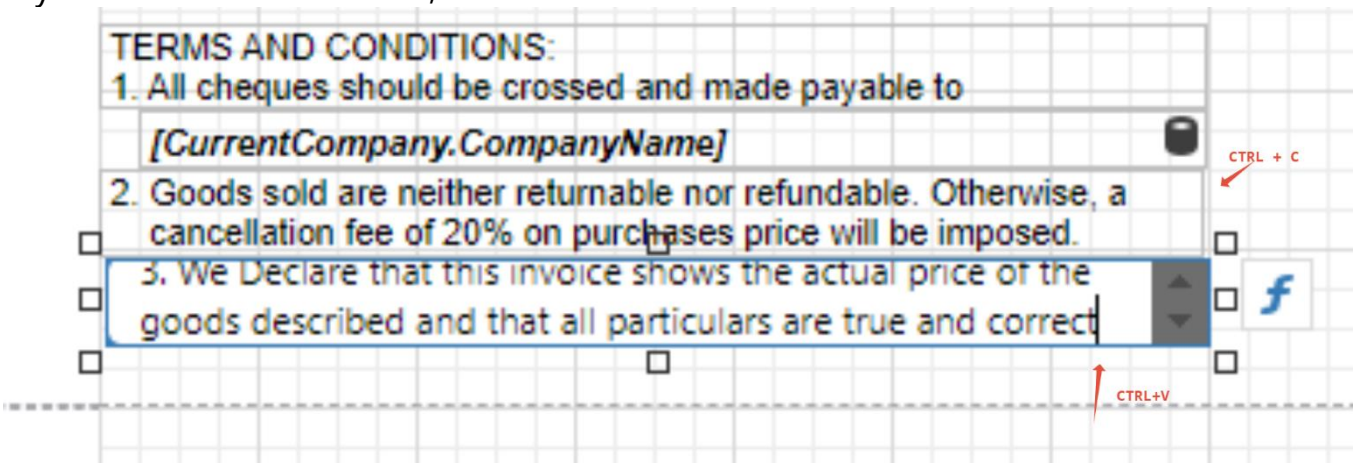
After Paste Label
Note: User can Click the Label, Hold the Left Click to Move label to correct place.



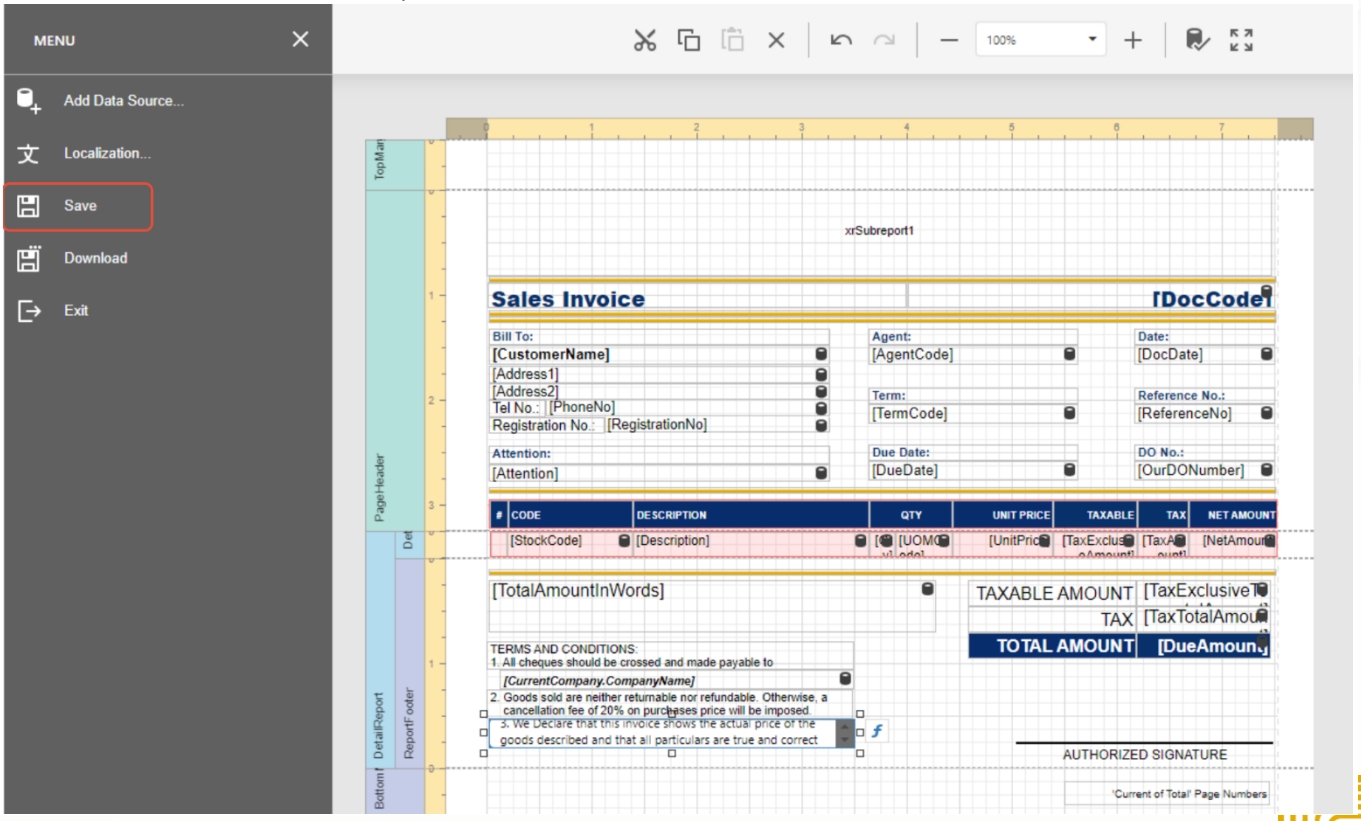
If you Choose 1st Option Drag Wider, and insert No.3 Condition.



If you Choose 2nd Method, add new label.



Same Press Menu Button, Click Save.



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AAA AAA AA AA
Tel: 0168539587 Fax: {Fax}
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AUTHORIZED SIGNATURE

1/1