



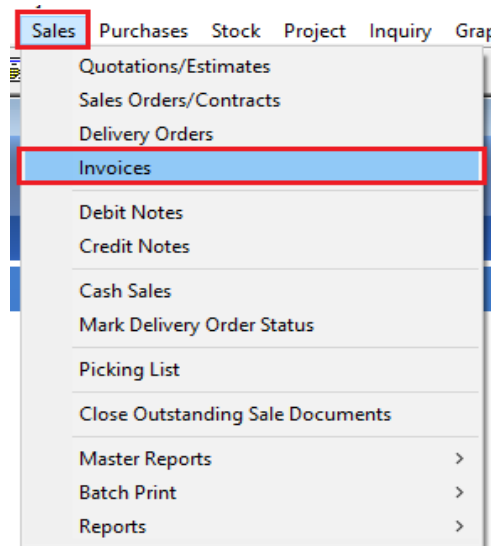
How to Export and Import RTM Report Format

Exporting Report Formats from Database A to Database B

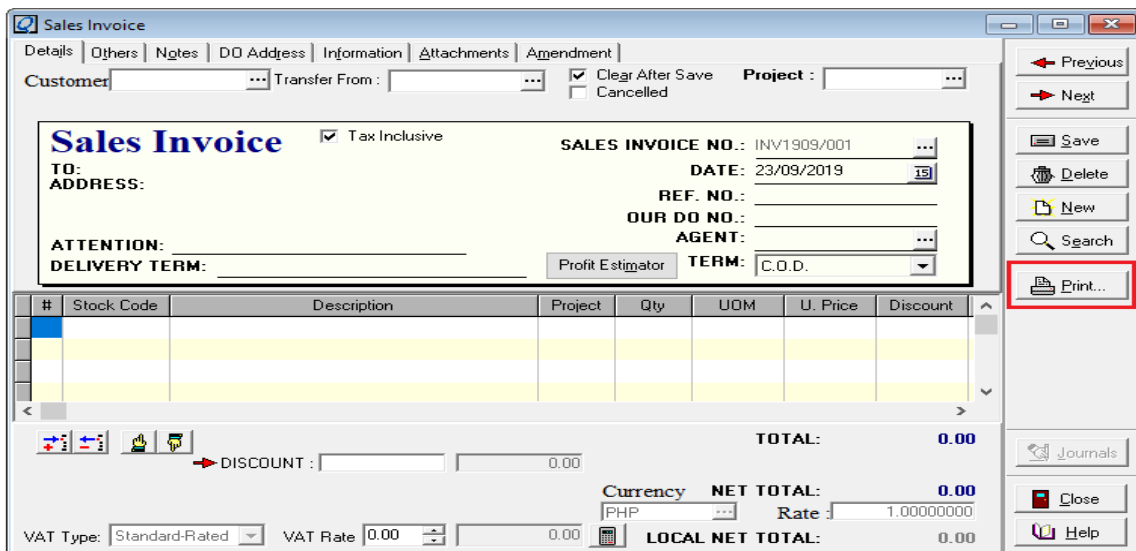
(Exporting)

In Database A

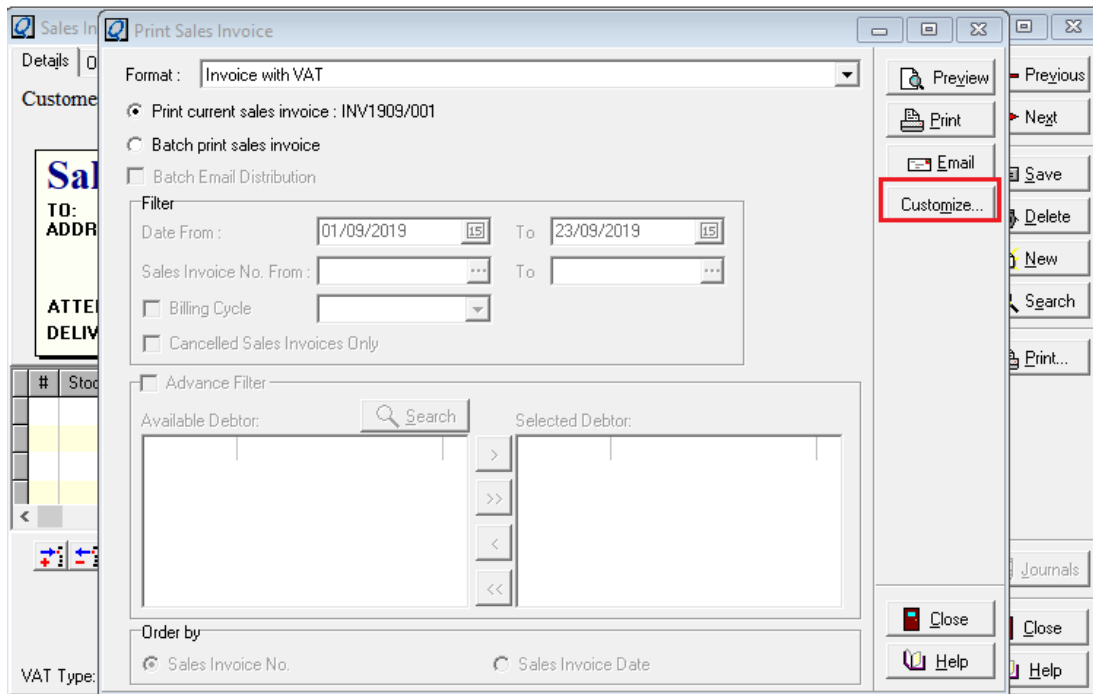
1. Go to Sales > Invoices



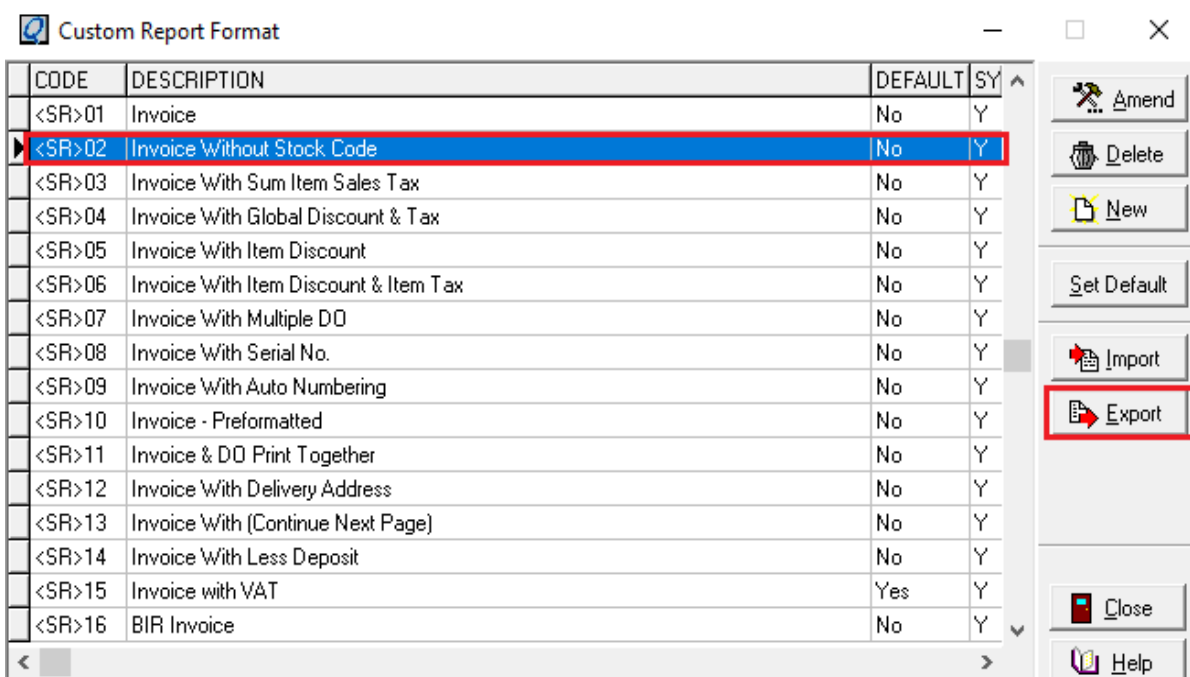
2. In Sales Window, click Print



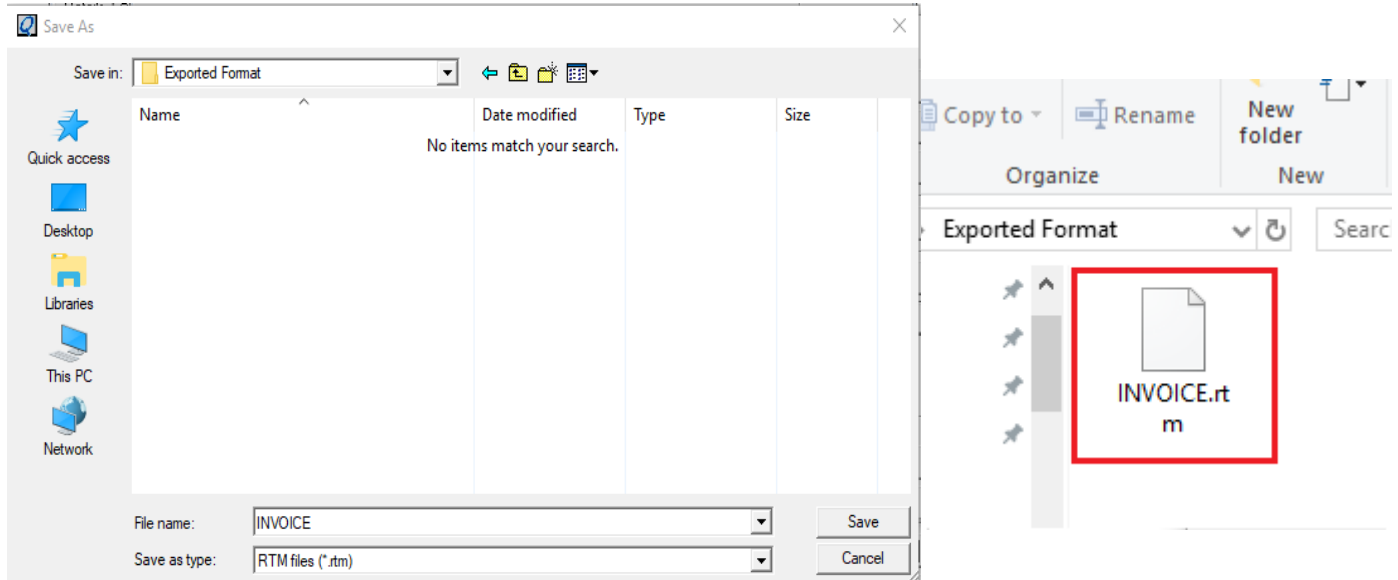
3. Upon clicking Print > click Customize



4. In Custom Report Format window, highlight the specific report format you want to export



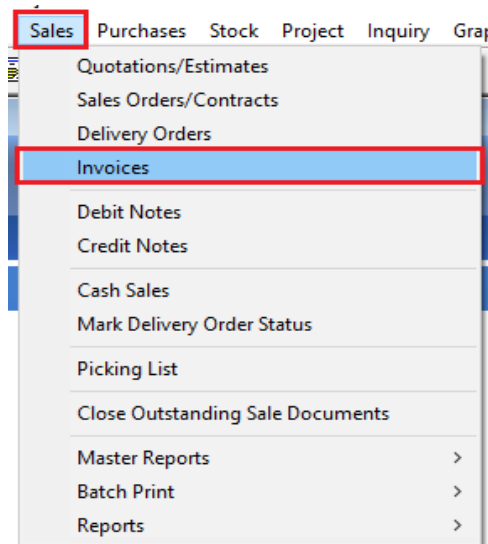
5. Select location to save the export report format > input Format Name, then Save.



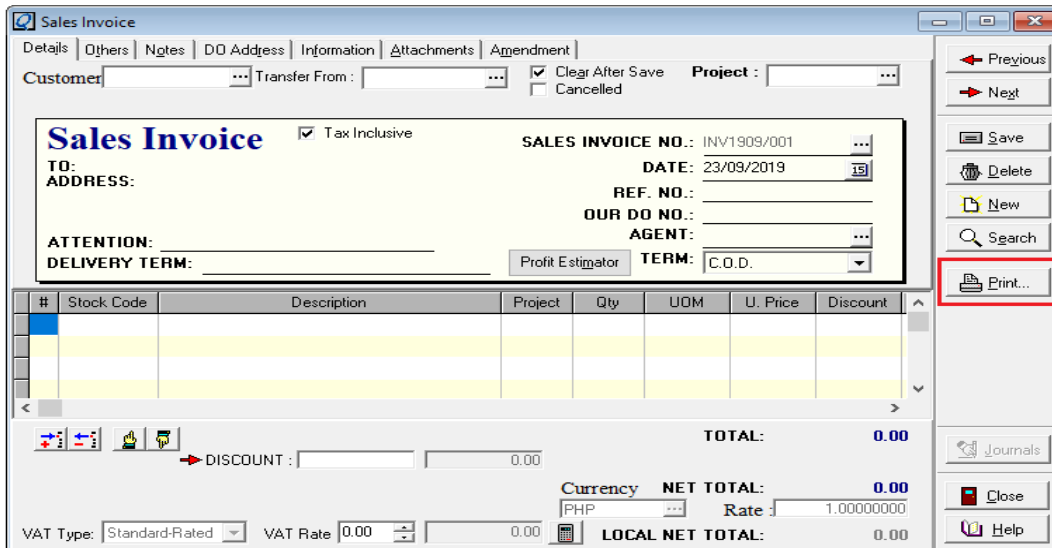
(Importing)

In Database B

1. Go to Sales > Invoices



- In Sales Window, click Print



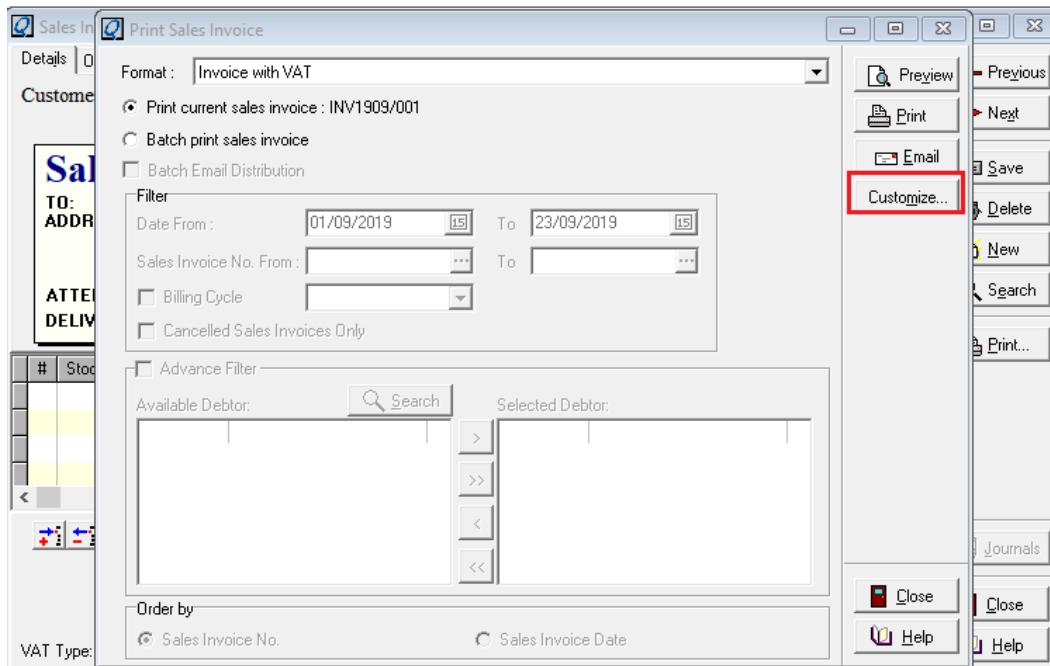
Sales Invoice Tax Inclusive

SALES INVOICE NO.: INV1909/001
 DATE: 23/09/2019
 REF. NO.:
 OUR DO NO.:
 AGENT:
 TERM: C.O.D.

#	Stock Code	Description	Project	Qty	UOM	U. Price	Discount

TOTAL: 0.00
 DISCOUNT: 0.00
 Currency NET TOTAL: 0.00
 PHP Rate: 1.00000000
 LOCAL NET TOTAL: 0.00
 VAT Type: Standard-Rated VAT Rate: 0.00

- Upon clicking Print > click Customize



Print Sales Invoice

Format: Invoice with VAT

Print current sales invoice : INV1909/001
 Batch print sales invoice
 Batch Email Distribution

Filter

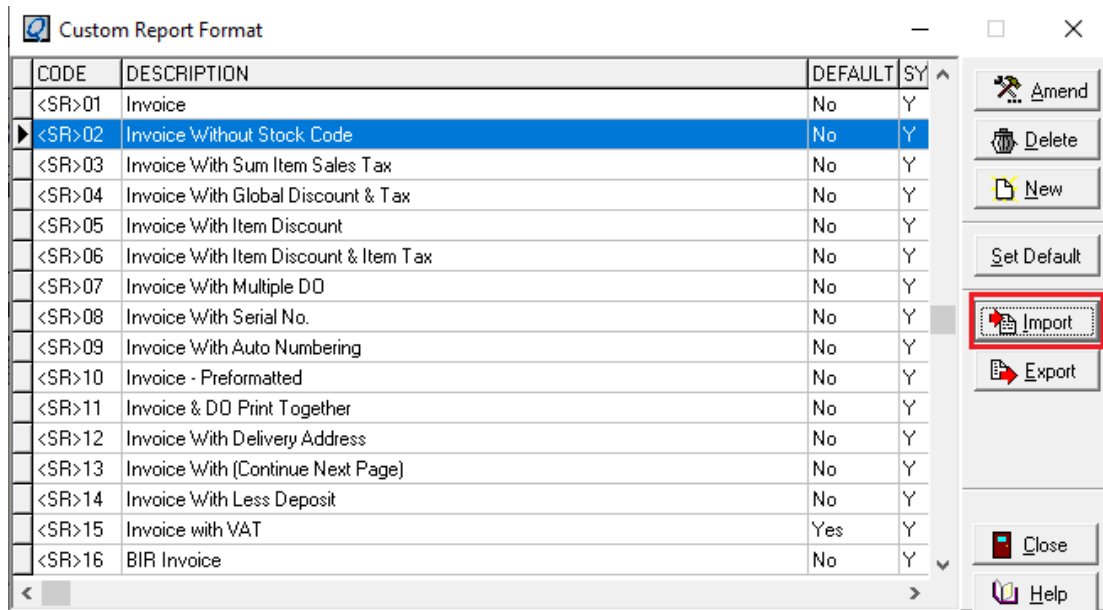
Date From: 01/09/2019 To: 23/09/2019
 Sales Invoice No. From: To:
 Billing Cycle
 Cancelled Sales Invoices Only

Advance Filter

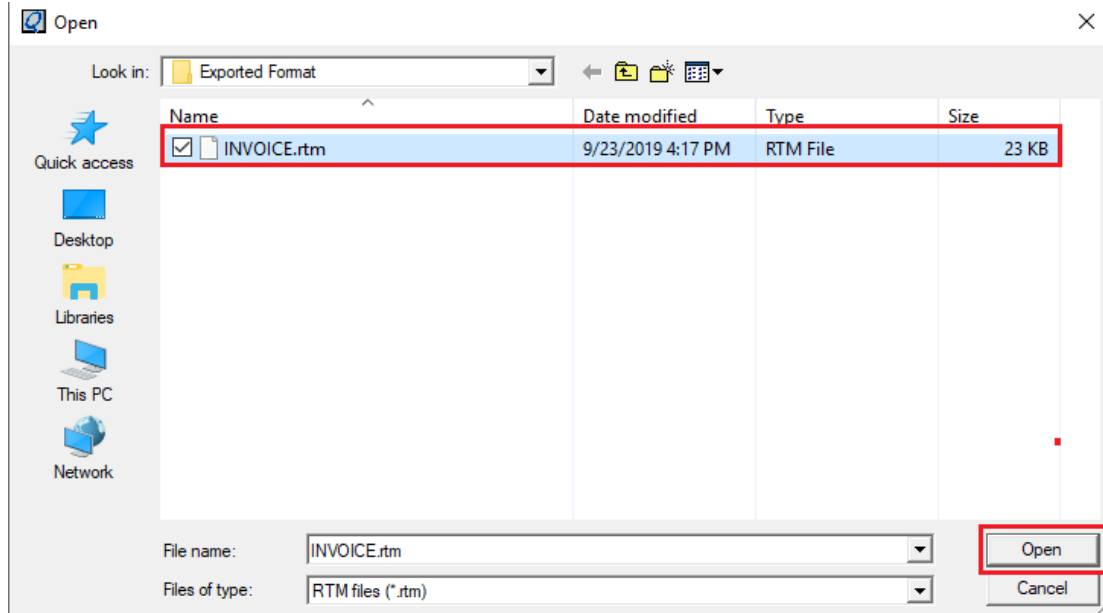
Available Debtor: Selected Debtor:

Order by
 Sales Invoice No. Sales Invoice Date

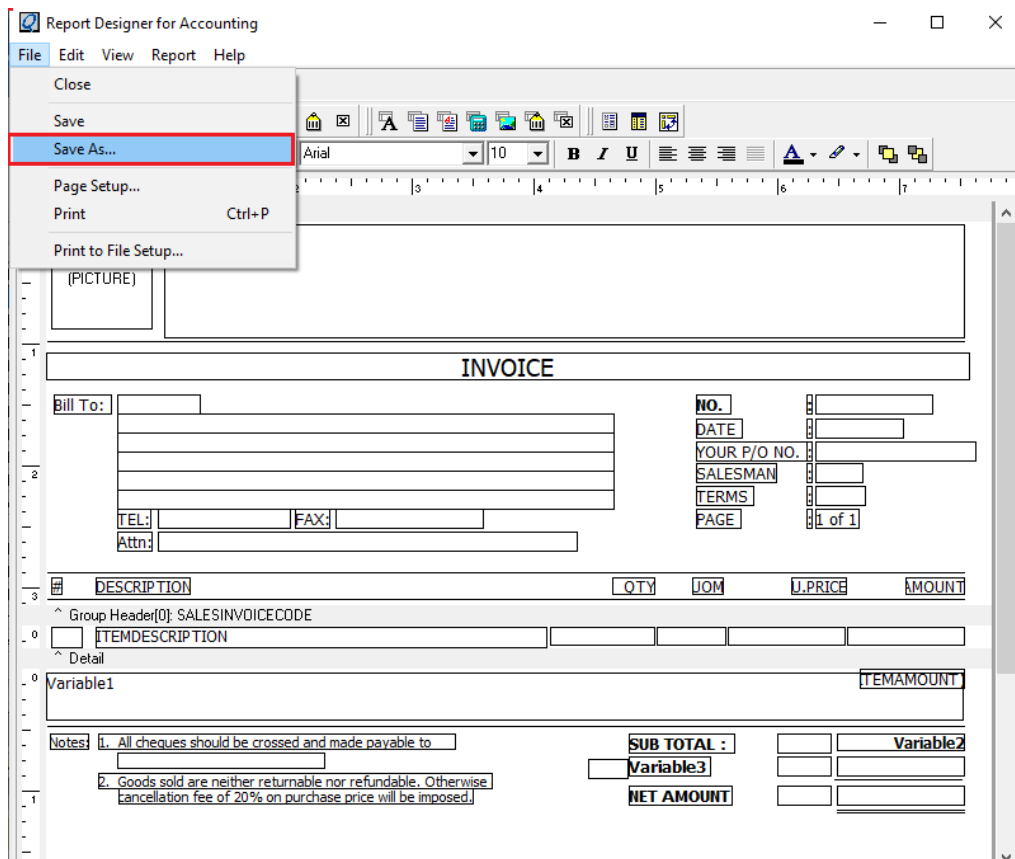
4. In Custom Report Format window, click Import



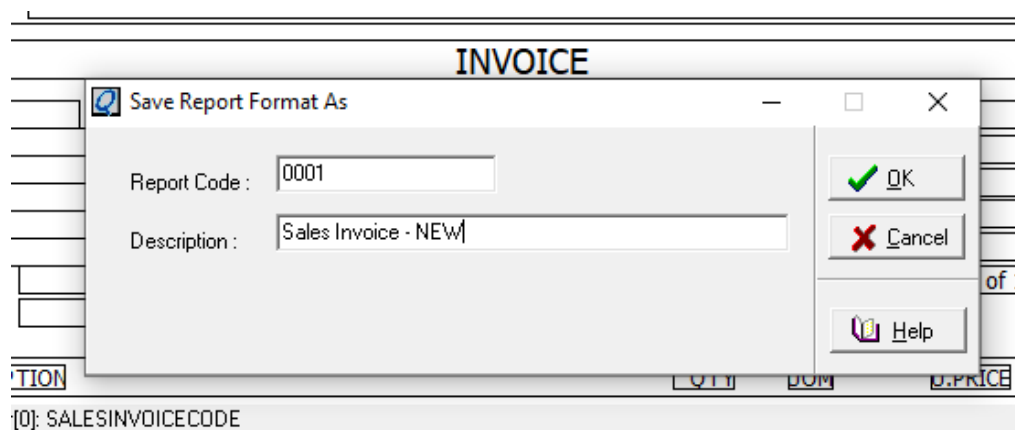
5. Select report format to import > click Open



6. Upon importing, report format will load and click File > Save As



7. Enter Report code and Description then click OK



8. Notice that upon clicking OK in step 7, report format automatically saved in the list of Custom Report Format.

CODE	DESCRIPTION	DEFAULT	SY
0001	Sales Invoice - NEW	No	N
<SR>01	Invoice	No	Y
<SR>02	Invoice Without Stock Code	No	Y
<SR>03	Invoice With Sum Item Sales Tax	No	Y
<SR>04	Invoice With Global Discount & Tax	No	Y
<SR>05	Invoice With Item Discount	No	Y
<SR>06	Invoice With Item Discount & Item Tax	No	Y
<SR>07	Invoice With Multiple DO	No	Y
<SR>08	Invoice With Serial No.	No	Y
<SR>09	Invoice With Auto Numbering	No	Y
<SR>10	Invoice - Preformatted	No	Y
<SR>11	Invoice & DO Print Together	No	Y
<SR>12	Invoice With Delivery Address	No	Y
<SR>13	Invoice With (Continue Next Page)	No	Y
<SR>14	Invoice With Less Deposit	No	Y
<SR>15	Invoice with VAT	Yes	Y

NOTE:

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