



## HOW TO ADD LABEL FOR TITLE OR DESCRIPTION ON REPORT/FORM LAYOUT

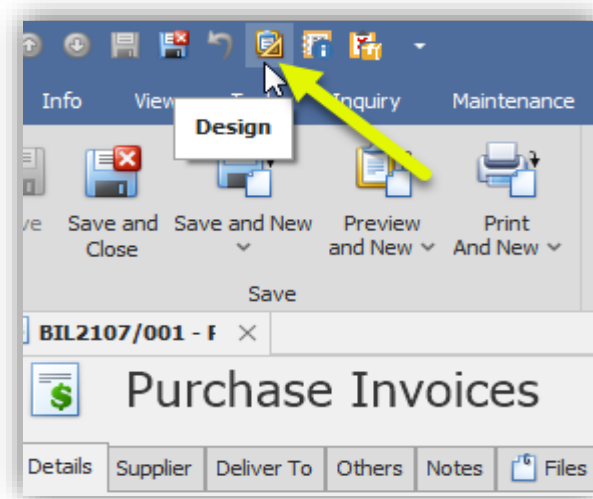
Scenario:

Adding signatories for 'Posted By' and 'Approved By' on the Purchase Invoice Form.

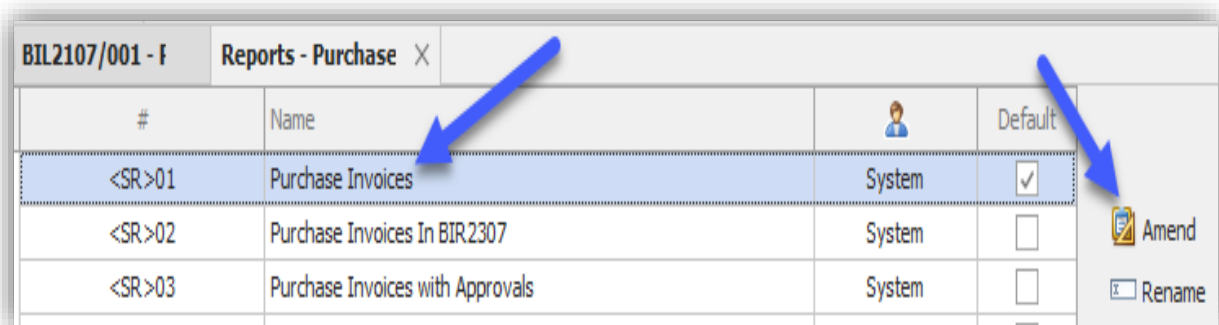
<b>SAMPLE TRADING, INC.,(000-111-222-333-0000)</b>					
<i>GST Reg. No.:</i>					
Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines					
Tel : 567-4248 Fax : 567-4250					
URL : Email : sampletrading@yahoo.com					
<b>Purchase Invoice</b>					
<b>ALI MANUFACTURING INC</b>			No.	<b>BIL2107/001</b>	
10F JAFER PLACE 19 EISENHOWER ST.			Date	07/14/2021	
GREENHILLS SAN JUAN			Reference No.		
TEL: 677-89-09 FAX: 677-09-90			Supplier Inv No.	BIL2107/001	
<b>Attn: Leah Santos</b>			Purchaser	ALVIN	
			Term	60 DAYS	
#	DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT
	SAMSUNG 17" MONITOR	1.00	UNIT	4,500.00	4,500.00
	SAMSUNG KEYBOARD PS 2	1.00	UNIT	350.00	350.00
PHILIPPINE PESO FOUR THOUSAND EIGHT HUNDRED FIFTY ONLY				<b>TOTAL AMOUNT</b>	<b>4,850.00</b>
DELIVERY TERM :				<b>ROUNDING ADJ</b>	<b>0.00</b>
				<b>NET AMOUNT</b>	<b>4,850.00</b>
<b>Add signatories in this area</b>					



**Procedure:**

1. On the report or transaction screen (in our scenario it's the Purchase Invoice), click the **Design** button.

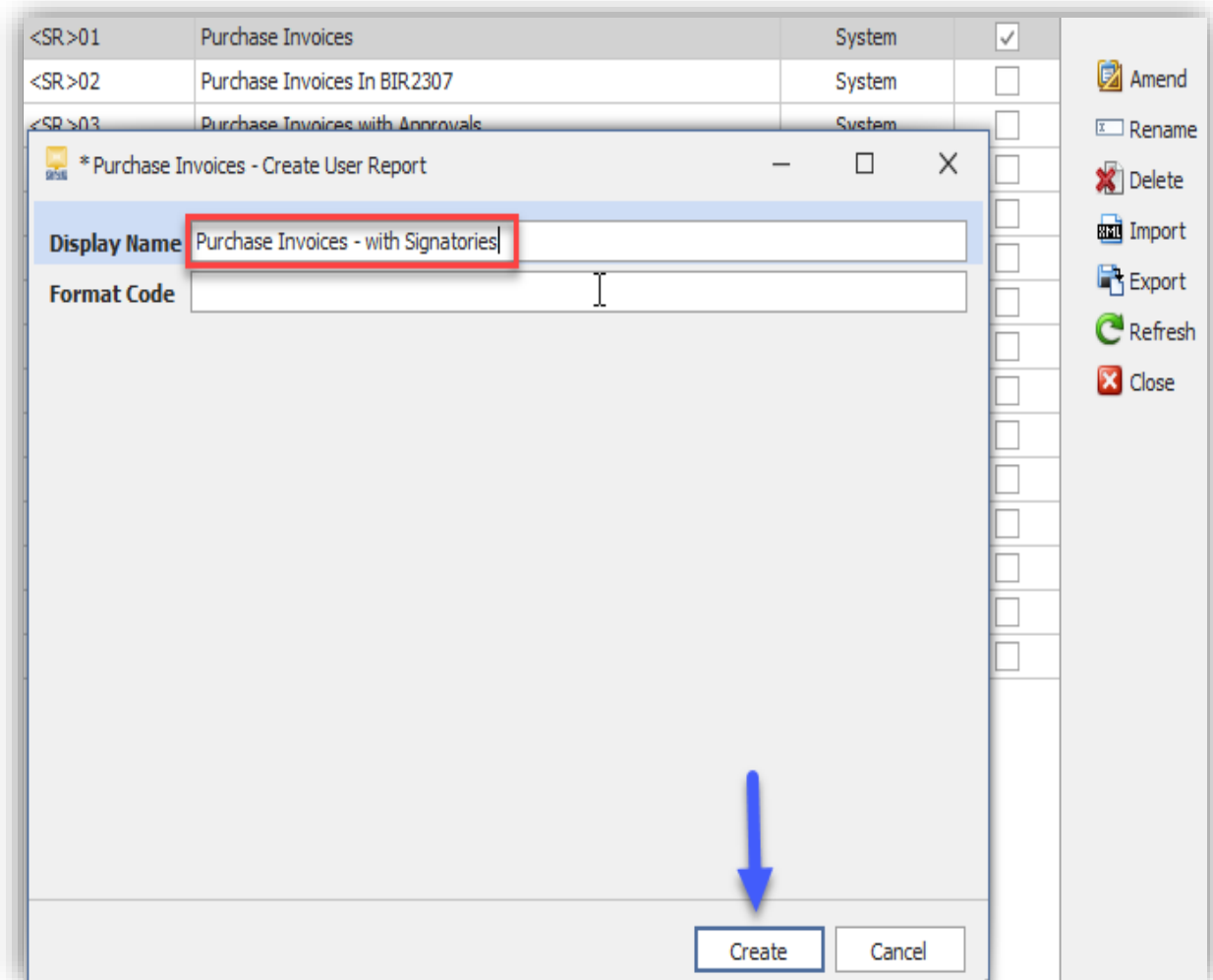


2. Click to select the format (as your template) you wish to modify to add signatories > Click **Amend**.

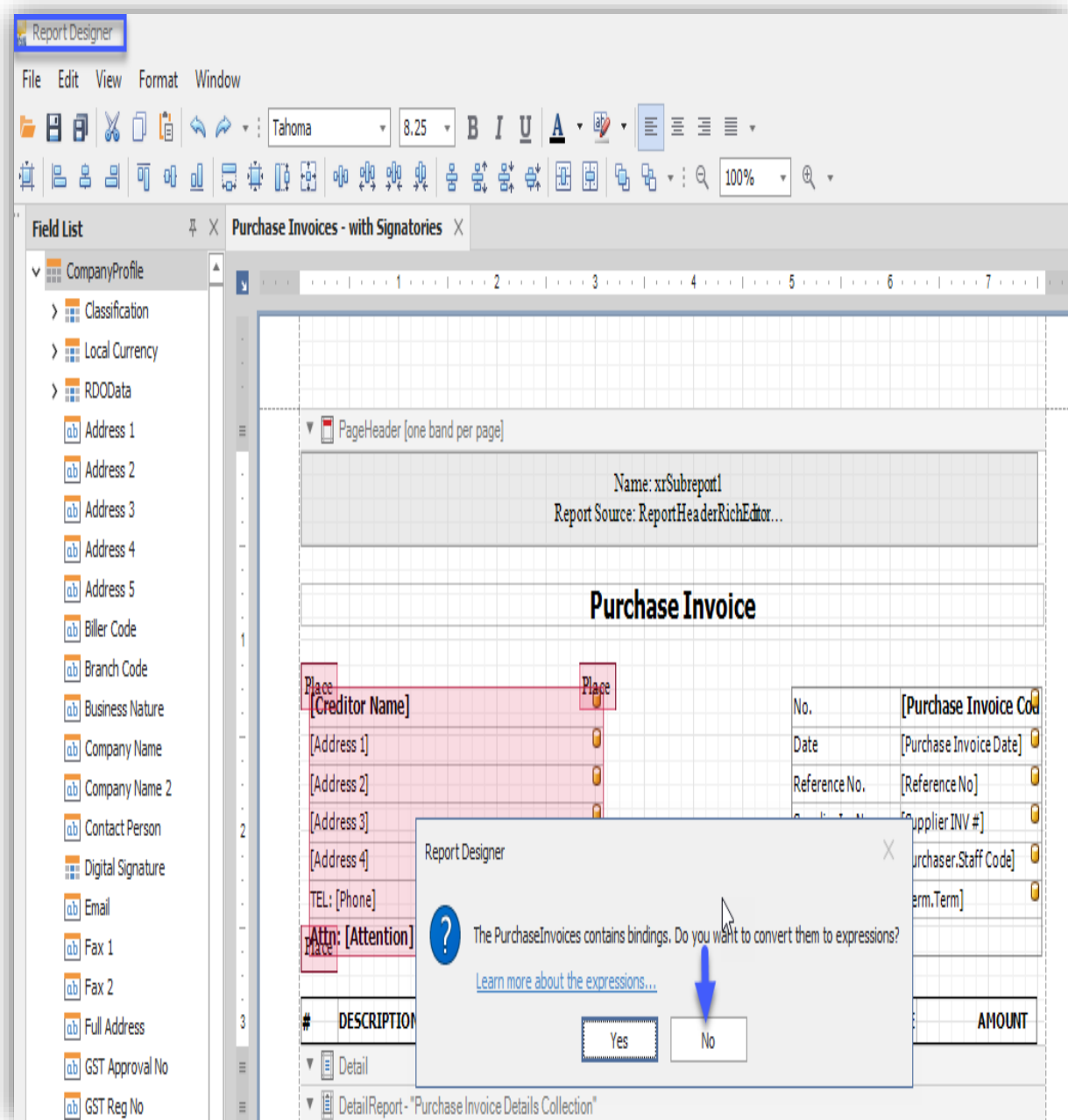


#	Name		Default	
<SR>01	Purchase Invoices	System	<input checked="" type="checkbox"/>	
<SR>02	Purchase Invoices In BIR2307	System	<input type="checkbox"/>	 Amend
<SR>03	Purchase Invoices with Approvals	System	<input type="checkbox"/>	 Rename

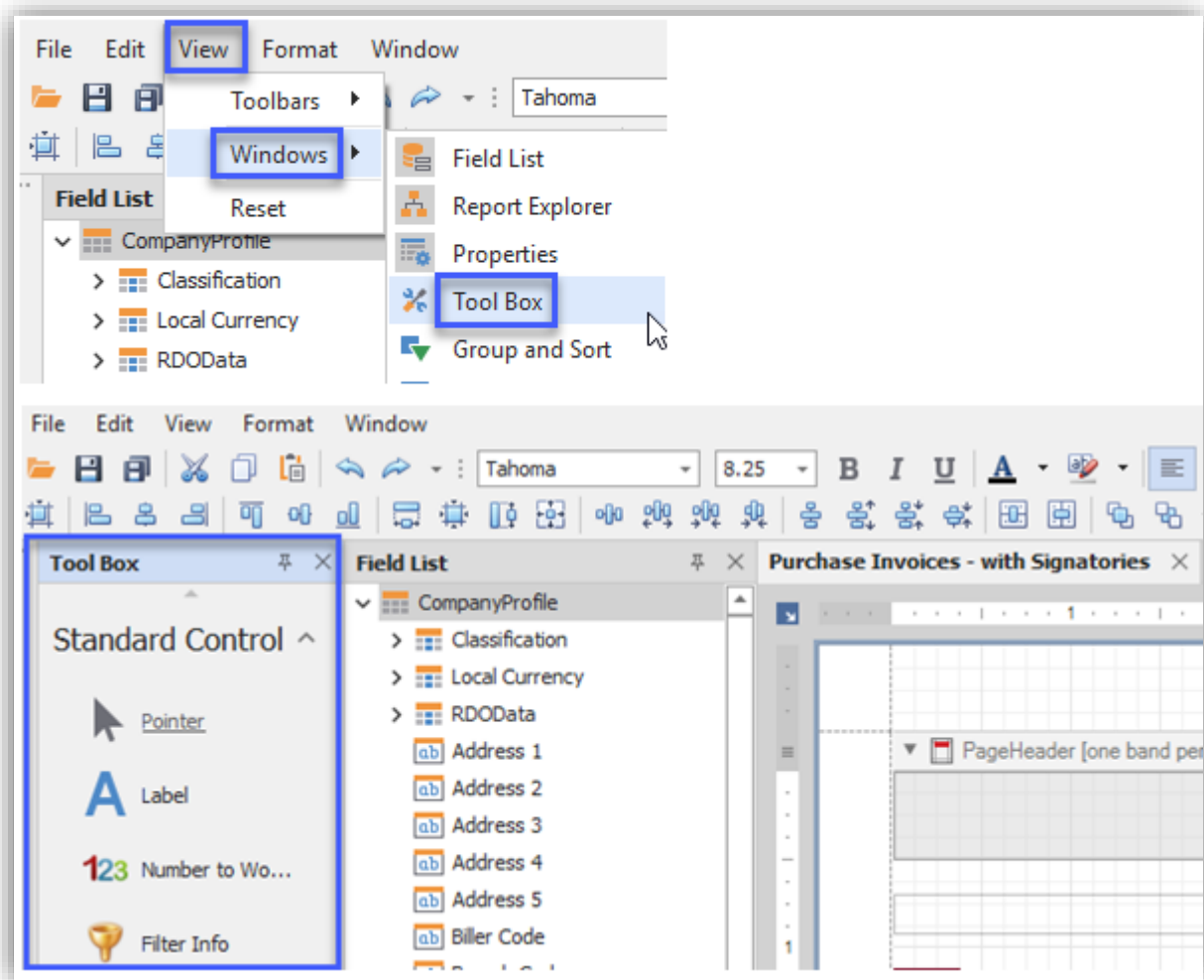
3. Type a new display name (e.g. Purchase Invoice with Signatories) > Click **Create**.



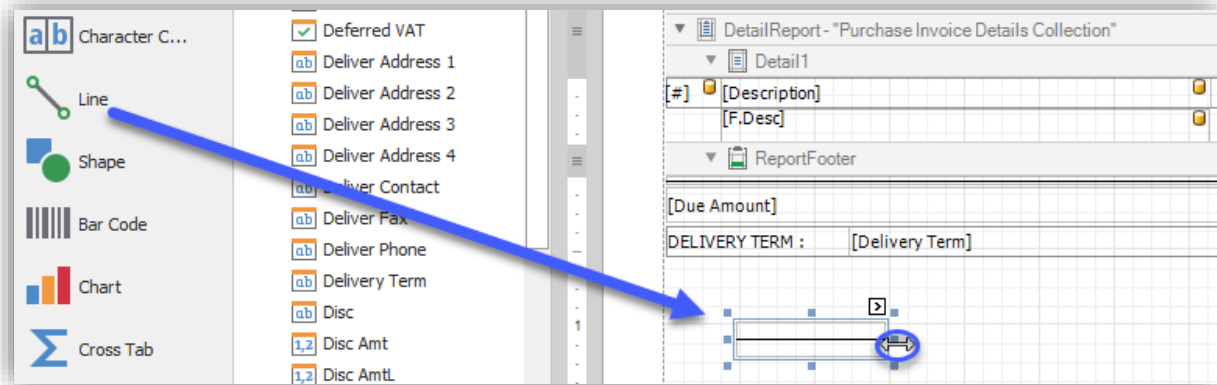
4. On the Report Designer window, click **No** on the prompt.



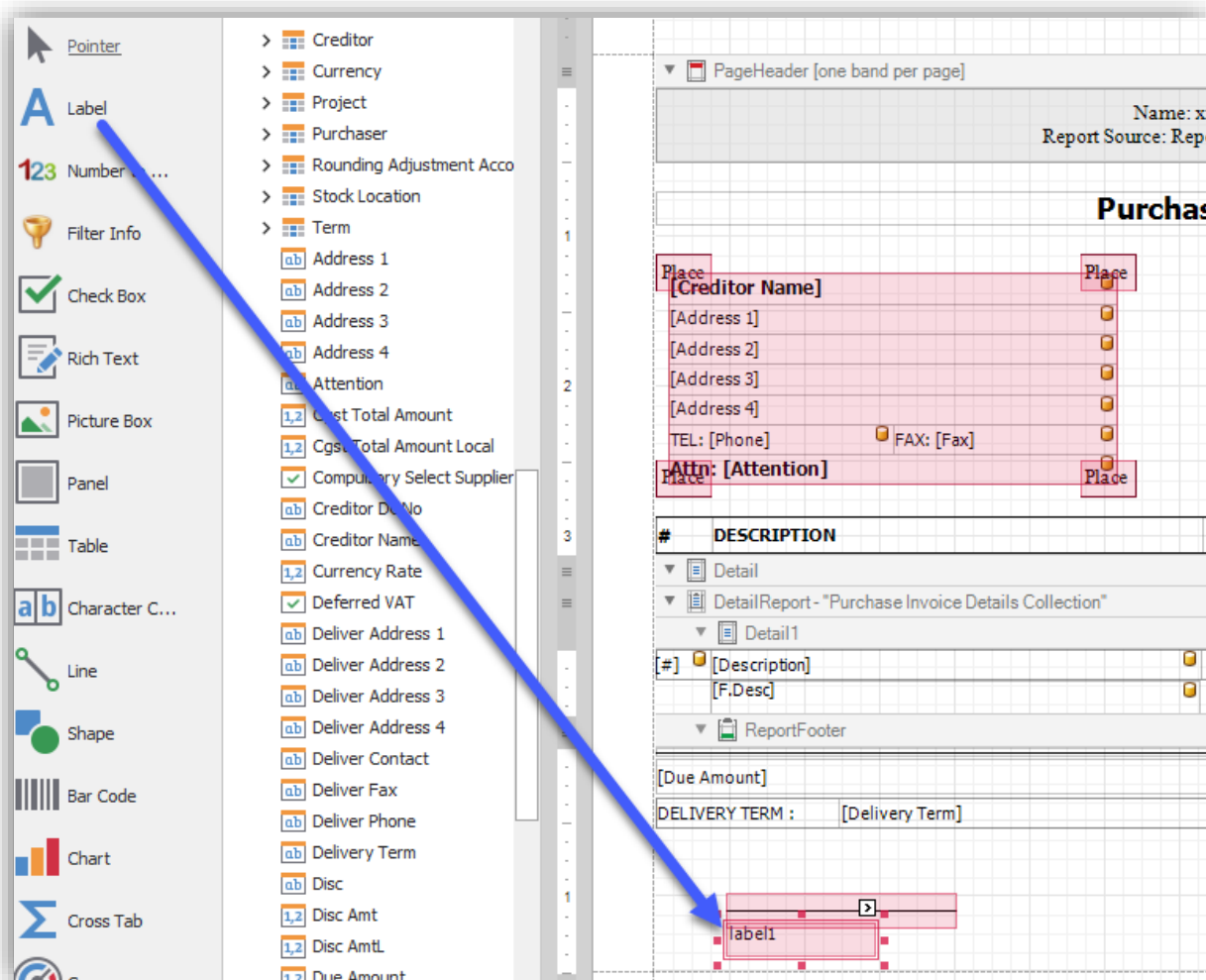
5. Go to View > Windows > Tool Box to show the Tool Box Pane.



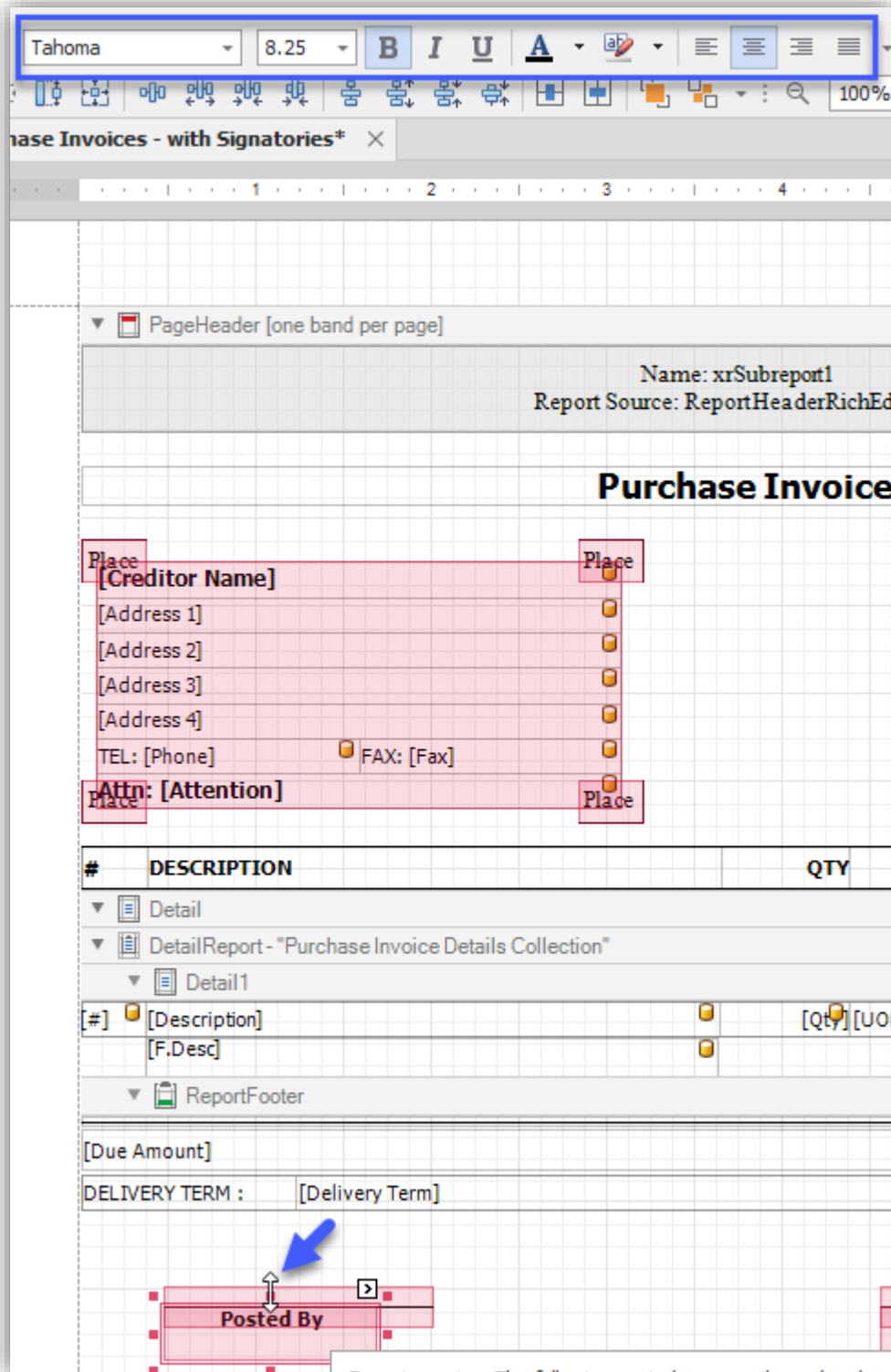
- Click on **Line** > Drag and drop it to the desired area where you want to put the signatory. Adjust it to your desired length.



- Click on **Label** > Drag and drop it to the desired area (right next under the Line).

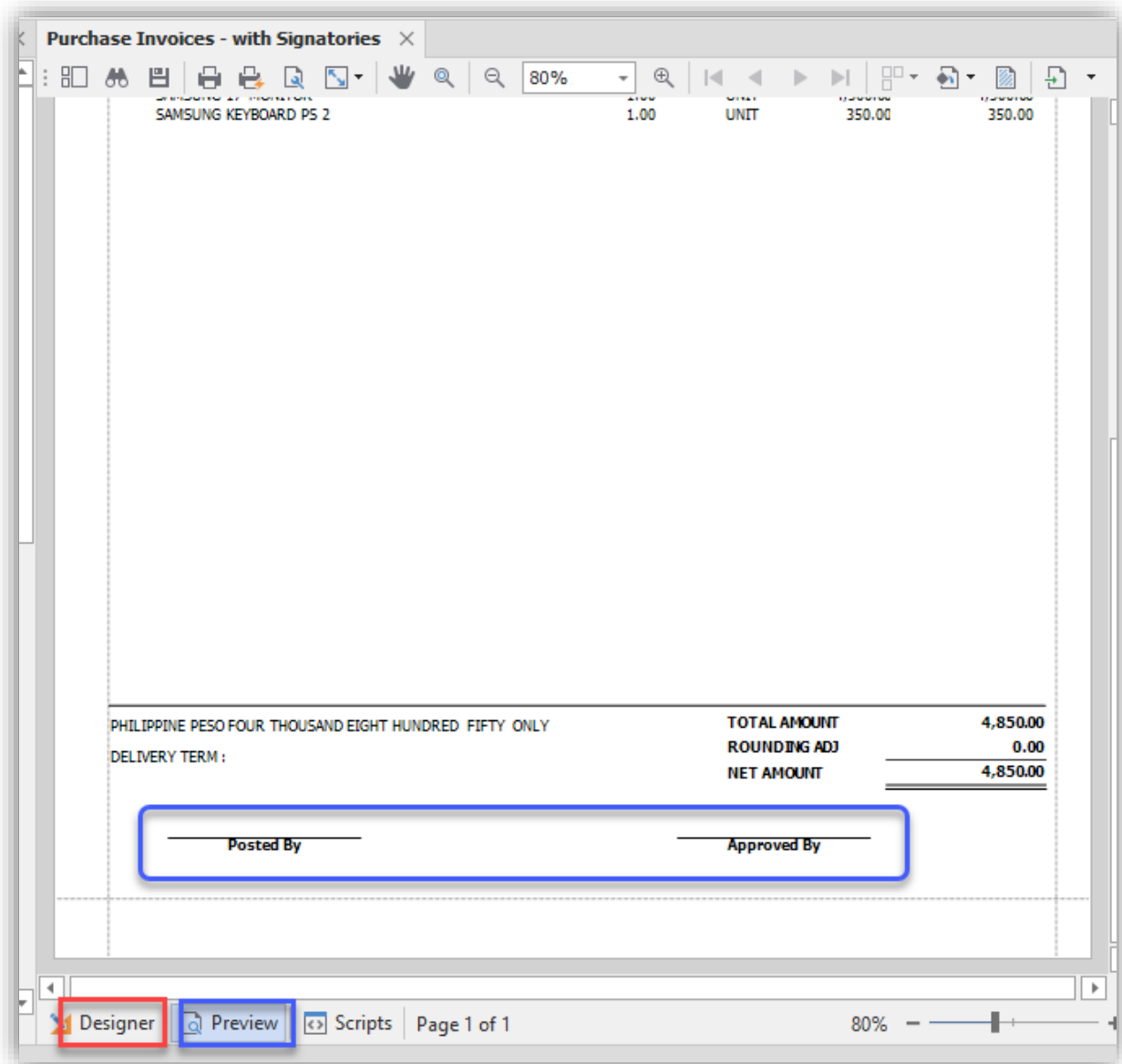


8. Rename the label. You may format the Font Style, Size, Alignment, etc. You may adjust the spacing between the Line and Label.



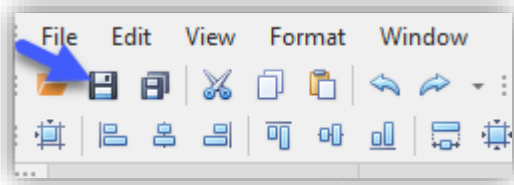
The screenshot displays the QNE software interface for designing a report. The top toolbar shows the font set to 'Tahoma' and size to '8.25', with buttons for Bold (B), Italic (I), Underline (U), and Text Color (A). The main workspace shows a 'Purchase Invoice' report layout. A red box highlights a section containing labels like '[Creditor Name]', '[Address 1]', '[Address 2]', '[Address 3]', '[Address 4]', 'TEL: [Phone]', 'FAX: [Fax]', and 'Attn: [Attention]'. A blue arrow points to a 'Posted By' label at the bottom of the report, which is also highlighted with a red box and has a vertical double-headed arrow indicating its height.

9. Perform the same steps for the other signatory (e.g. Approved By).
10. Click on **Preview** at the bottom part and see if it's already okay, otherwise click on **Designer** and make the necessary changes or adjustments.

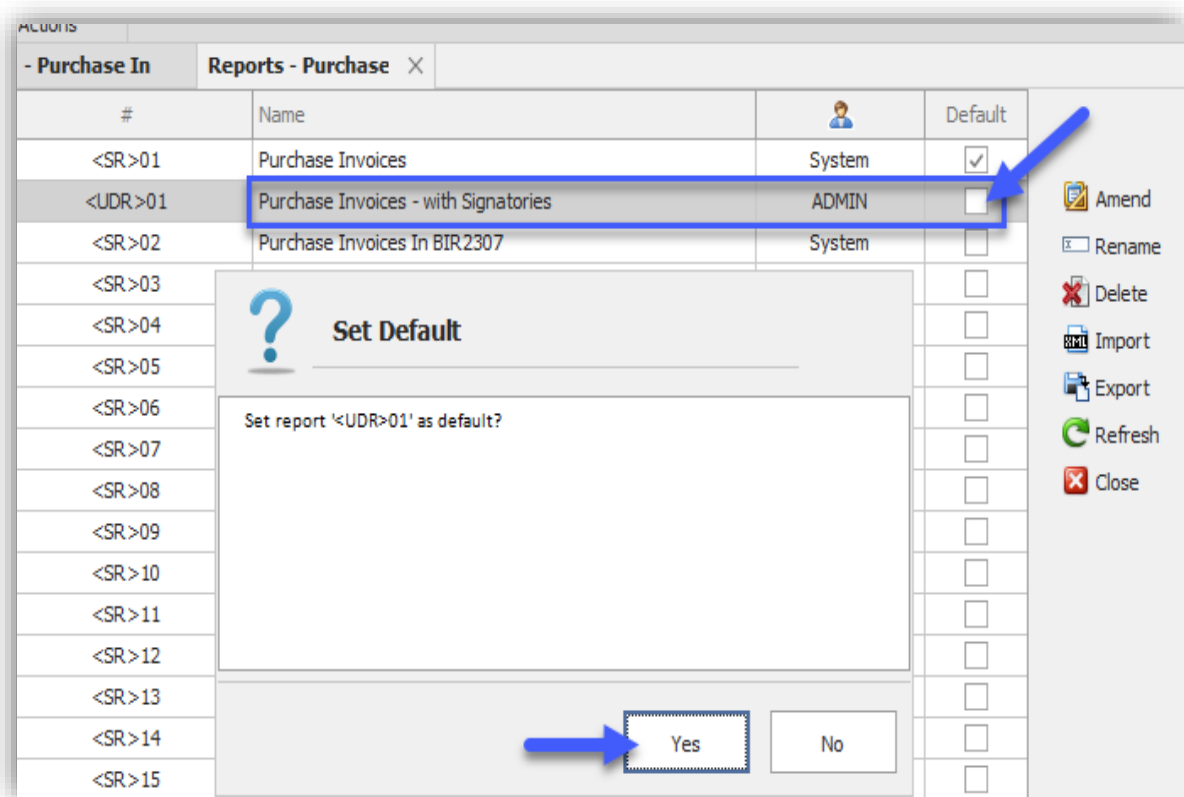




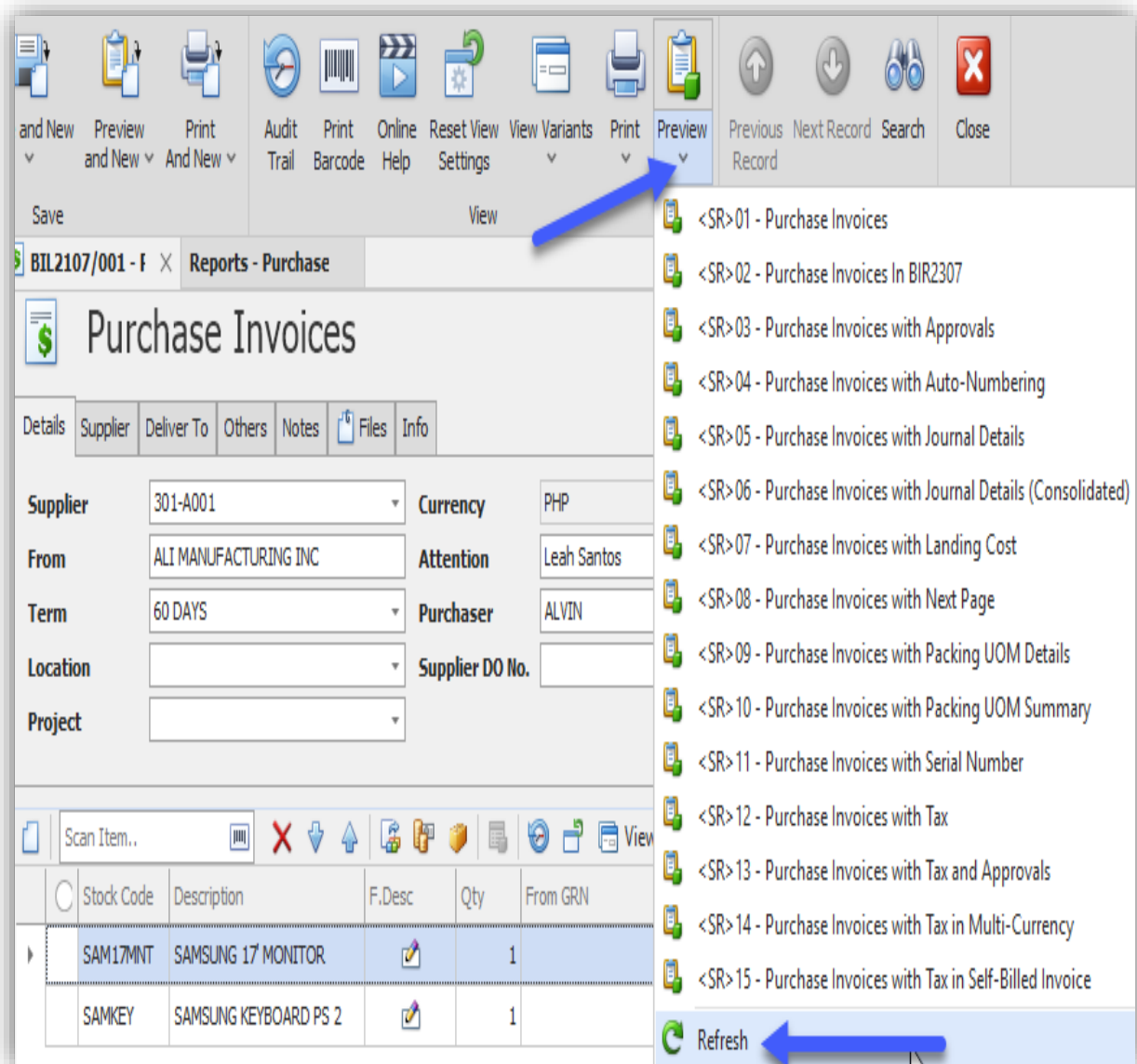
11. Click on **Save** > Close the Report Designer window.



12. Should you want to make the newly created format as default, click the **Default Checkbox** and click **Yes**.



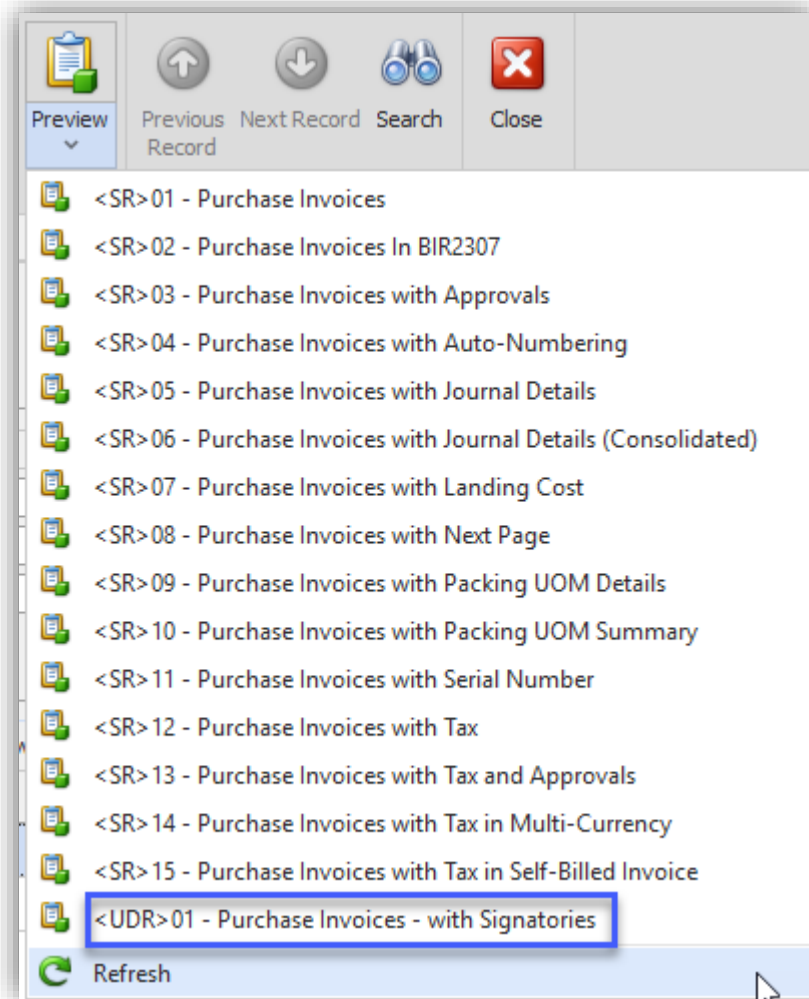
13. Back to the Purchase Invoice screen > Click the **Preview drop-down** button > Click **Refresh**.



The screenshot shows the 'Purchase Invoices' screen in the QNE software. The top toolbar contains buttons for 'and New', 'Preview and New', 'Print And New', 'Audit Trail', 'Print Barcode', 'Online Help', 'Reset View Settings', 'View Variants', 'Print', 'Preview', 'Previous Record', 'Next Record', 'Search', and 'Close'. The 'Preview' button is highlighted with a blue arrow. Below the toolbar, there is a 'Save' button and a 'View' dropdown menu. The main area displays the 'Purchase Invoices' title and a 'Details' section with fields for 'Supplier' (301-A001), 'Currency' (PHP), 'From' (ALI MANUFACTURING INC), 'Attention' (Leah Santos), 'Term' (60 DAYS), 'Purchaser' (ALVIN), 'Location', and 'Project'. Below this is a 'Scan Item..' button and a table with columns 'Stock Code', 'Description', 'F.Desc', 'Qty', and 'From GRN'. The table contains two rows: 'SAM17MNT SAMSUNG 17 MONITOR' and 'SAMKEY SAMSUNG KEYBOARD PS 2'. To the right of the table is a list of report options, each with a document icon and a text description. The 'Refresh' button at the bottom of the list is highlighted with a blue arrow.

Stock Code	Description	F.Desc	Qty	From GRN
SAM17MNT	SAMSUNG 17 MONITOR		1	
SAMKEY	SAMSUNG KEYBOARD PS 2		1	

14. You should now see the new format you've just created.



15. Preview the Purchase Invoice using the format you have created.

#	DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT
	SAMSUNG 17" MONITOR	1.00	UNIT	4,500.00	4,500.00
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	<b>NET AMOUNT</b>	<b>4,850.00</b>

_____ Posted By	←	_____ Approved By	←
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**NOTE:**

Should you need further assistance on this please send us an email to [support@qne.com.ph](mailto:support@qne.com.ph) or you may log a ticket via [qnesupportph.freshdesk.com](https://qnesupportph.freshdesk.com)