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QNE KNOWLEDGE BASE

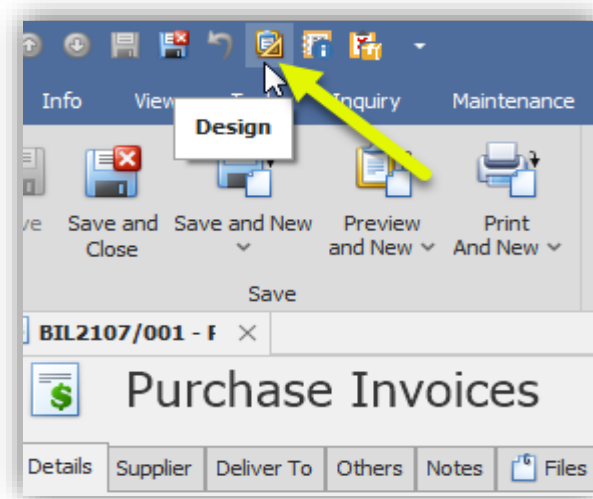# HOW TO ADD LABEL FOR TITLE OR DESCRIPTION ON REPORT/FORM LAYOUT

Scenario:

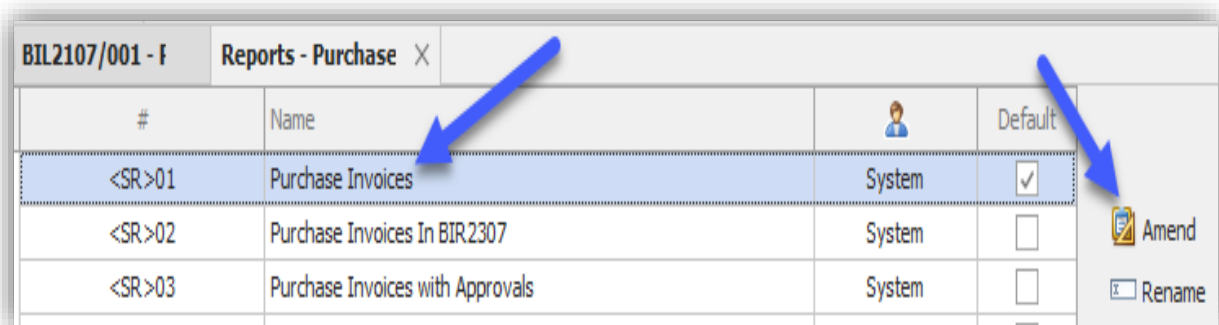Adding signatories for 'Posted By' and 'Approved By' on the Purchase Invoice Form.

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**.

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

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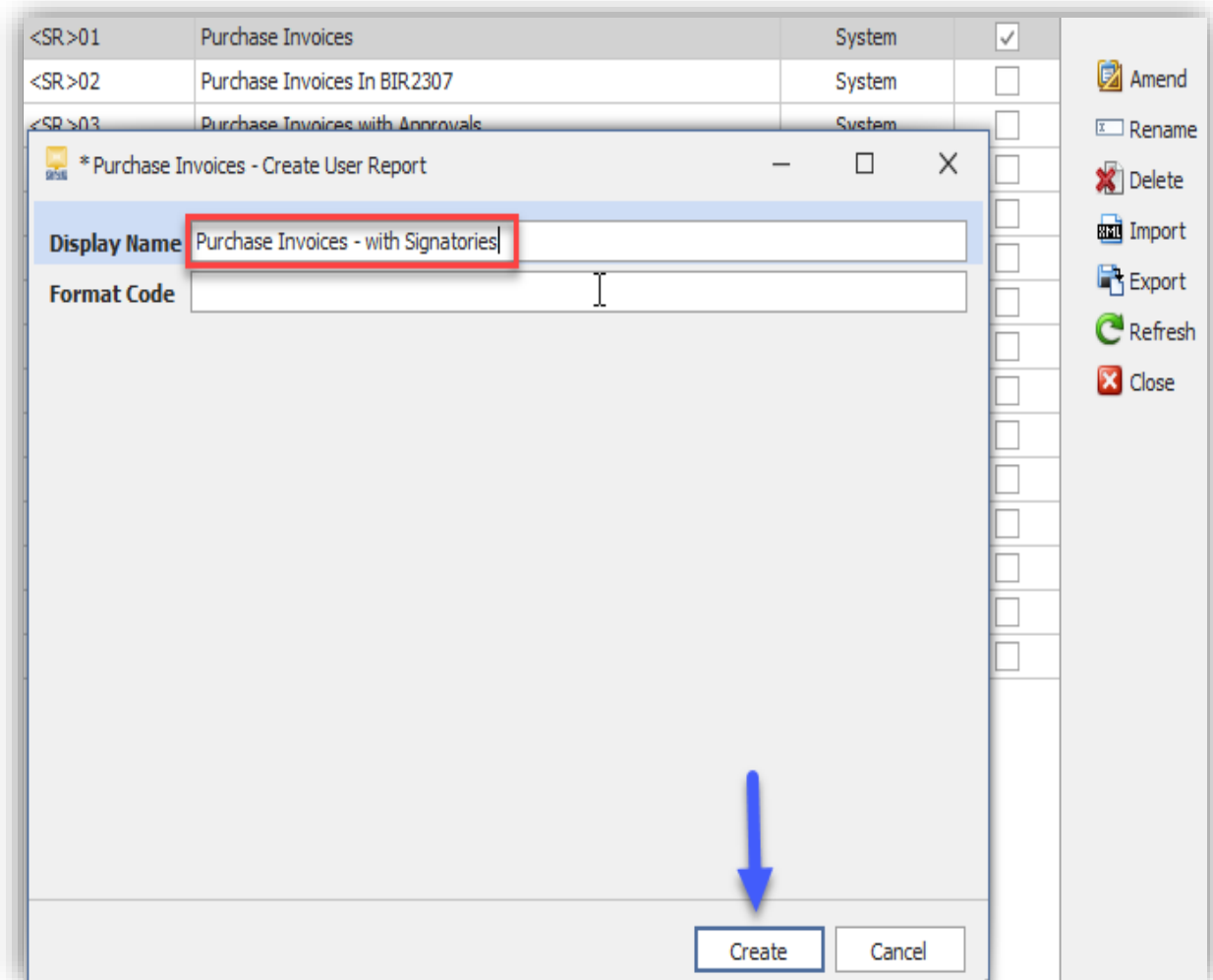
4. On the Report Designer window, click **No** on the prompt.

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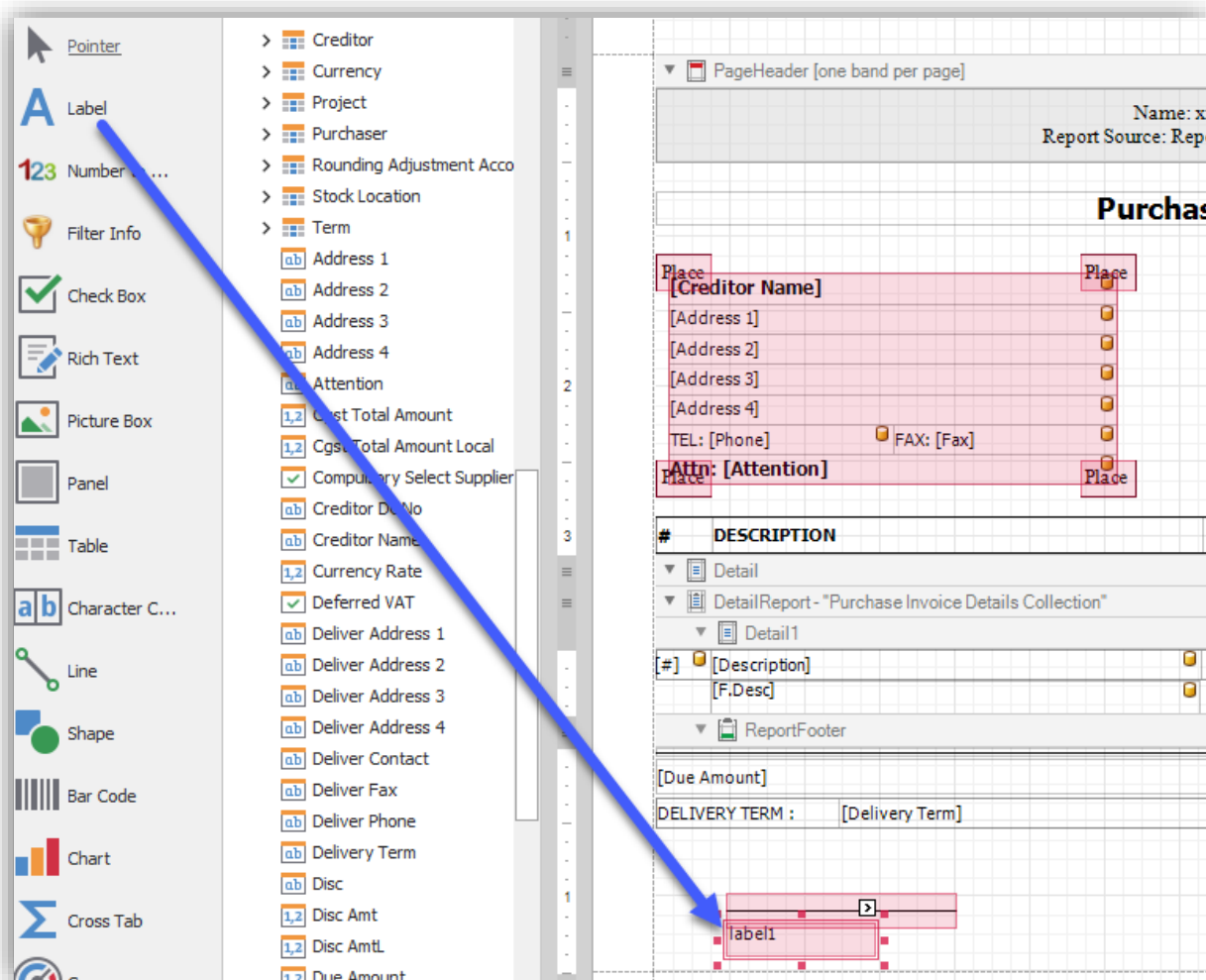Grow with us.
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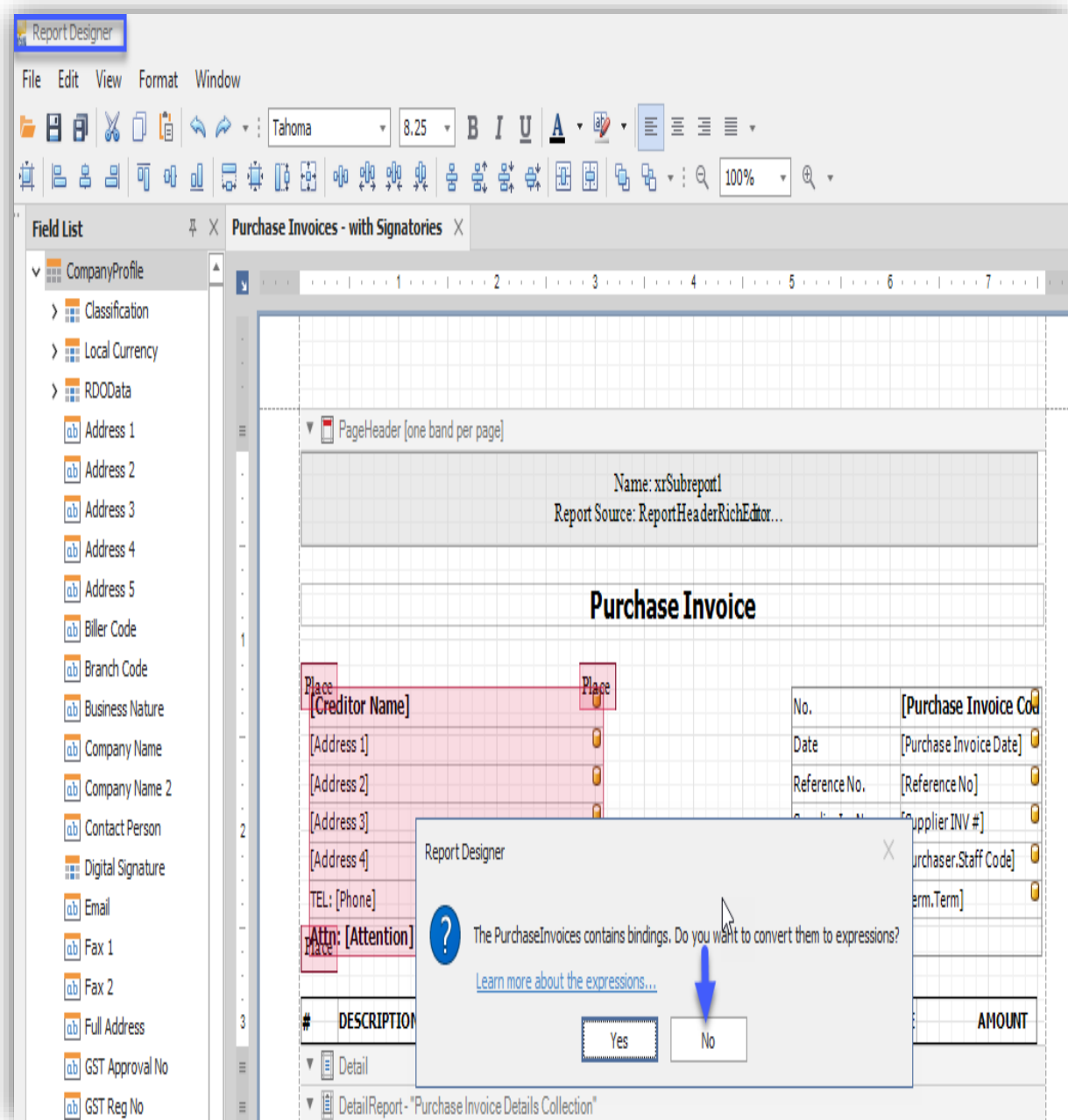
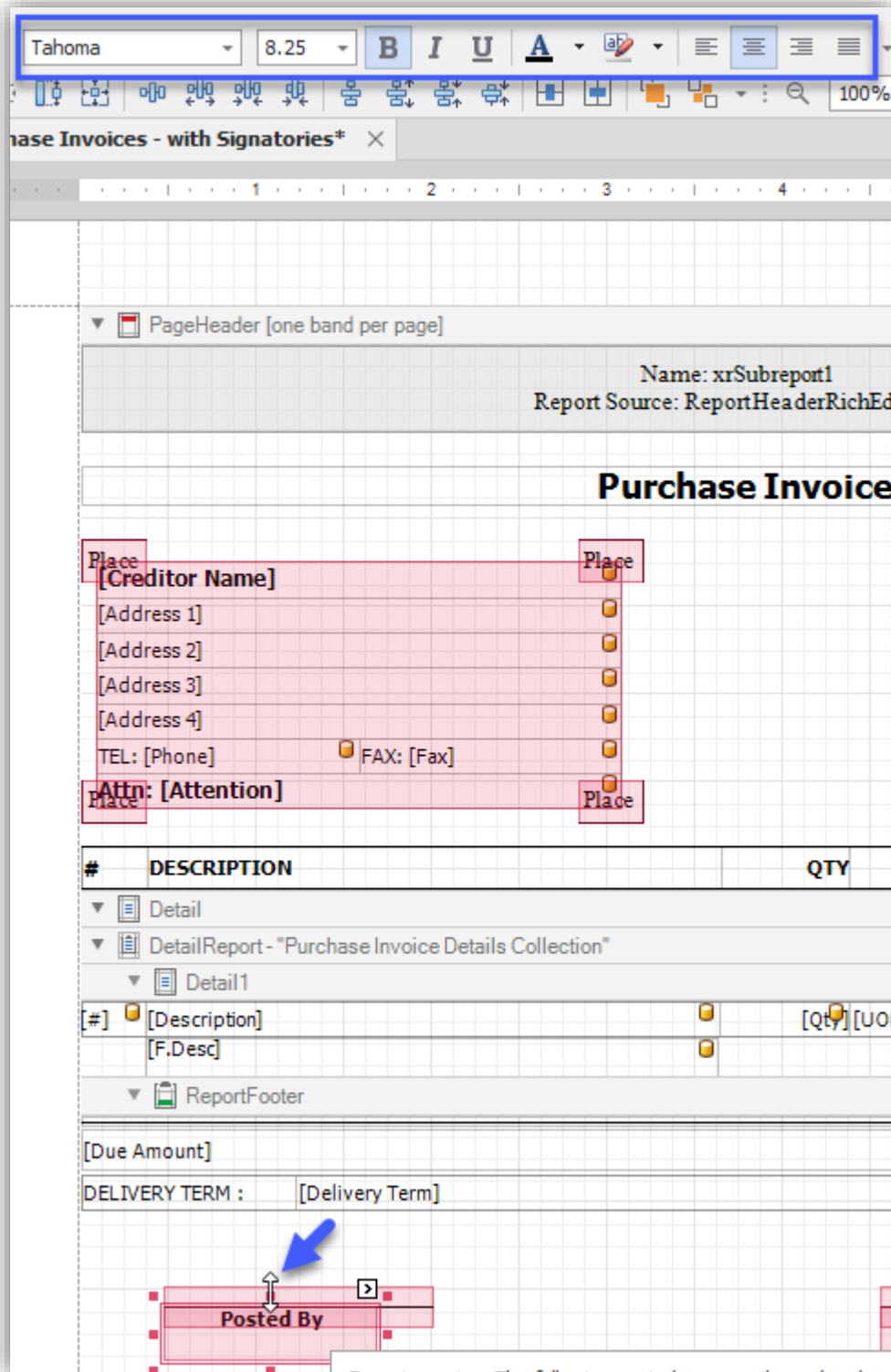5. Go to View > Windows > Tool Box to show the **Tool Box Pane**.
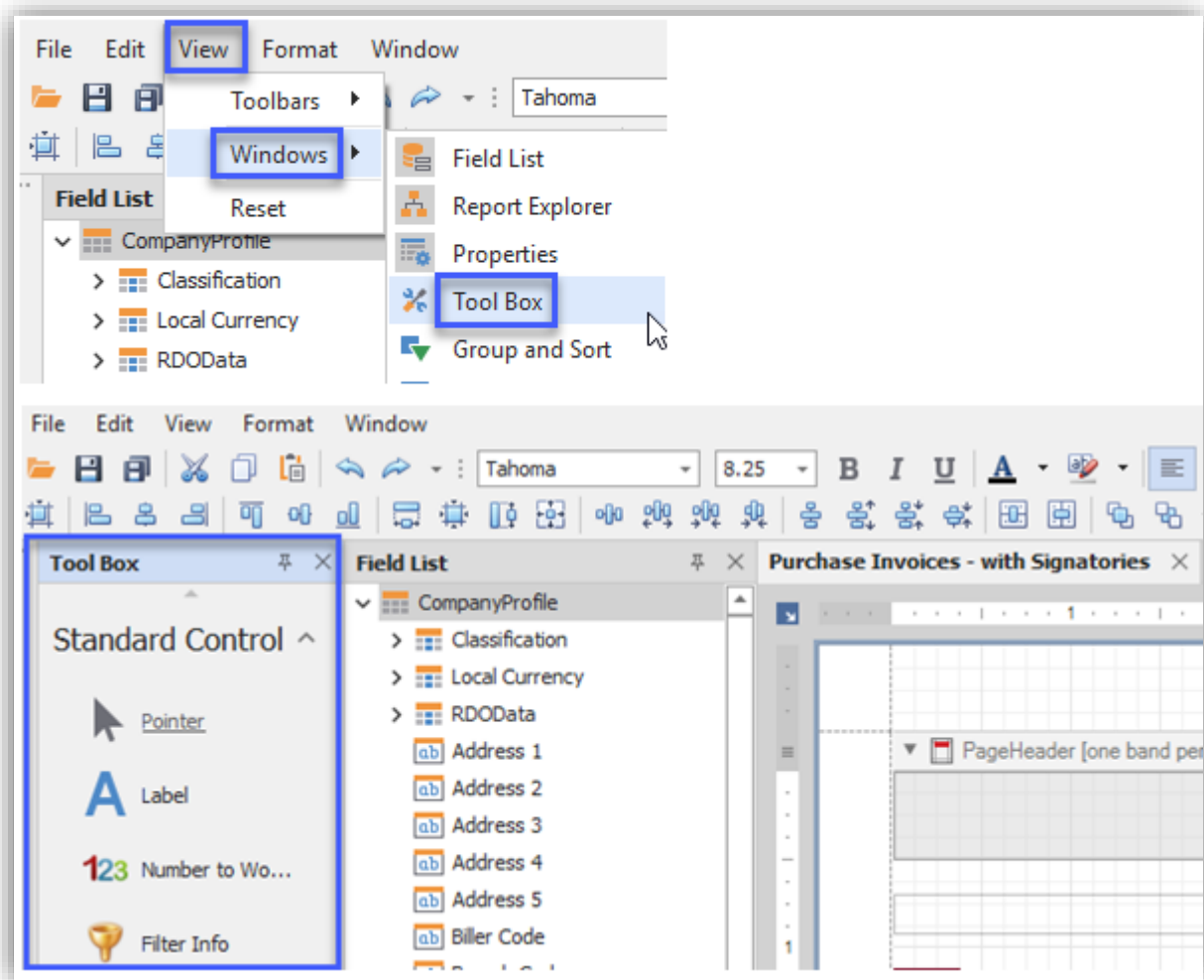
6. Click on **Line** > Drag and drop it to the desired area where you want to put the signatory. Adjust it to your desired length.
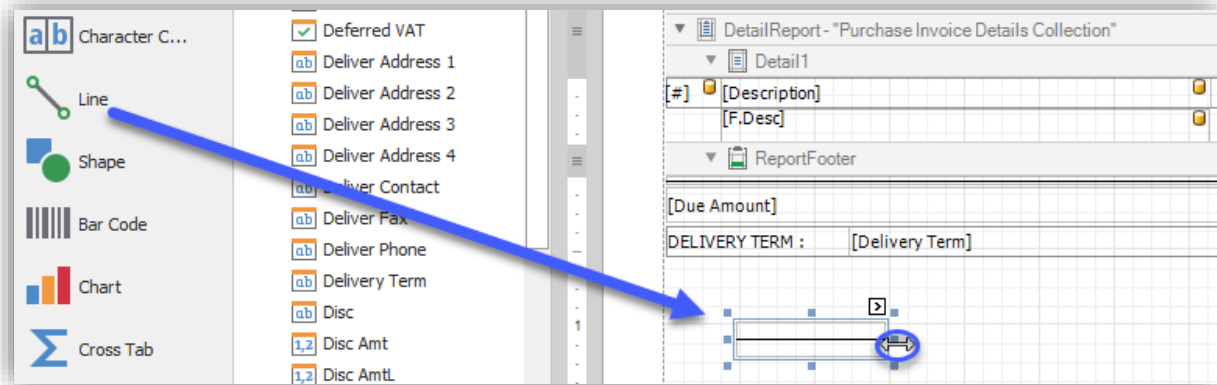
7. Click on **Label** > Drag and drop it to the desired area (right next under the Line).

8. Rename the label. You may format the Font Style, Size, Alignment, etc. You may adjust the spacing between the Line and Label.
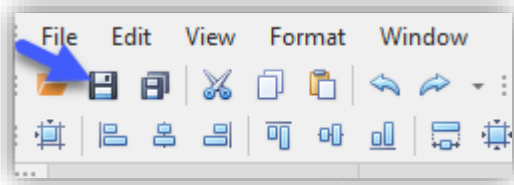
9. Perform the same steps for the other signatory (e.g. Approved By).

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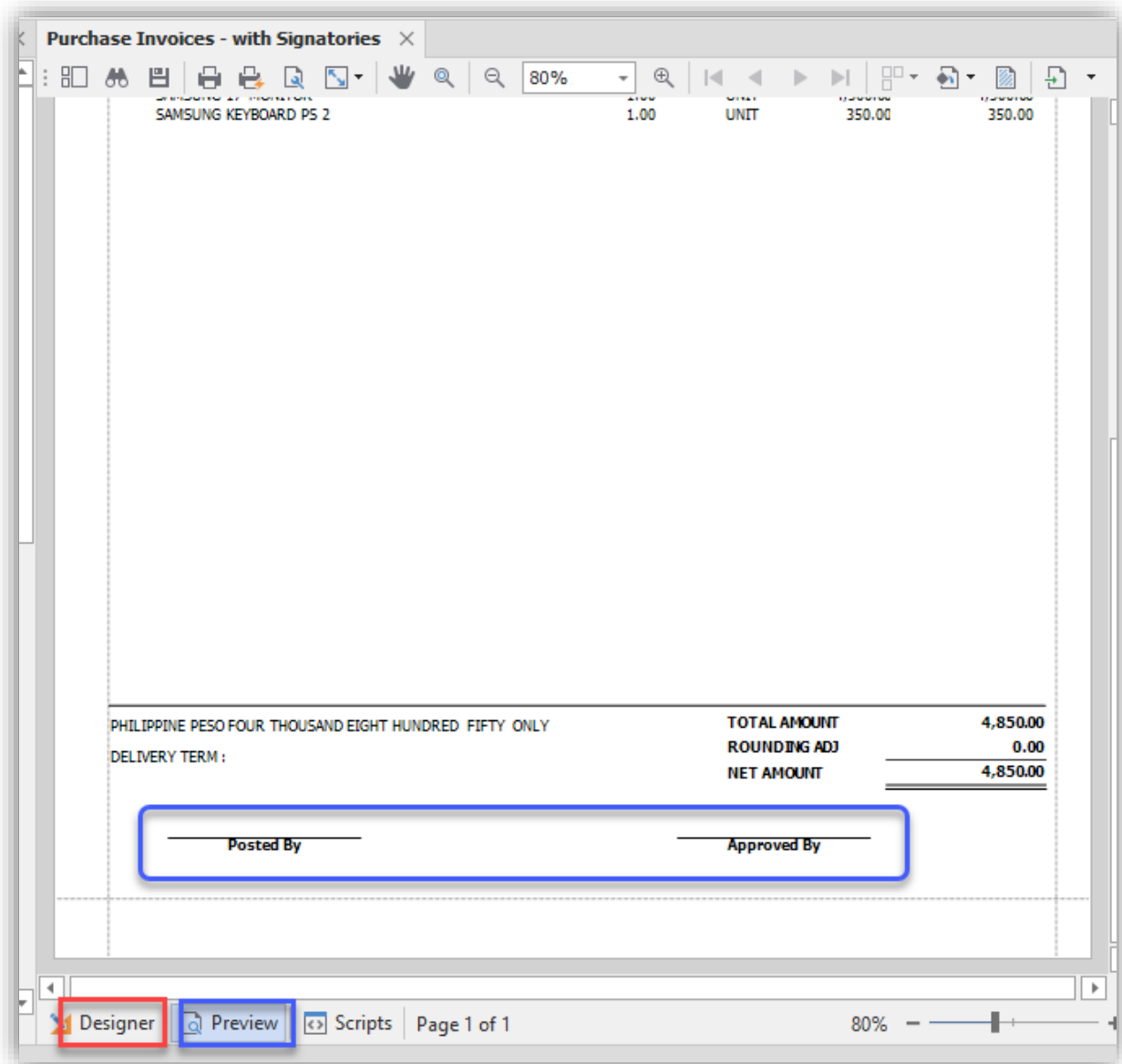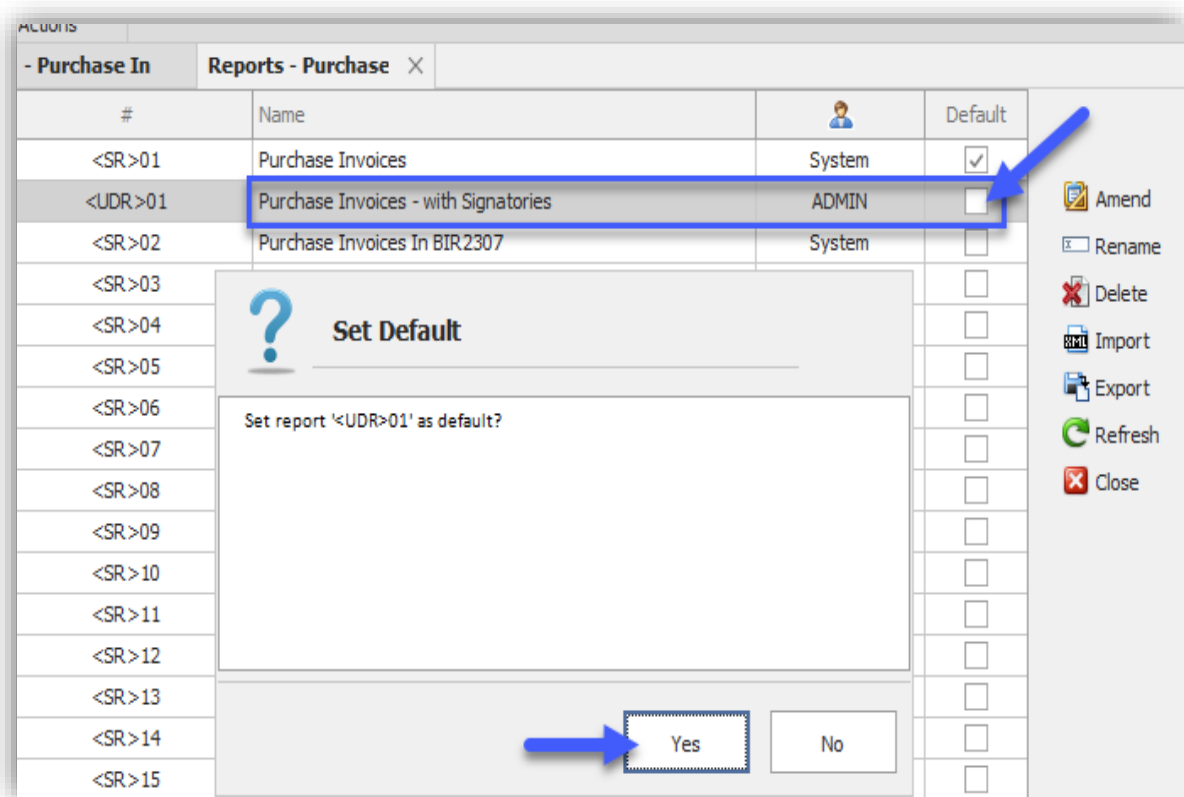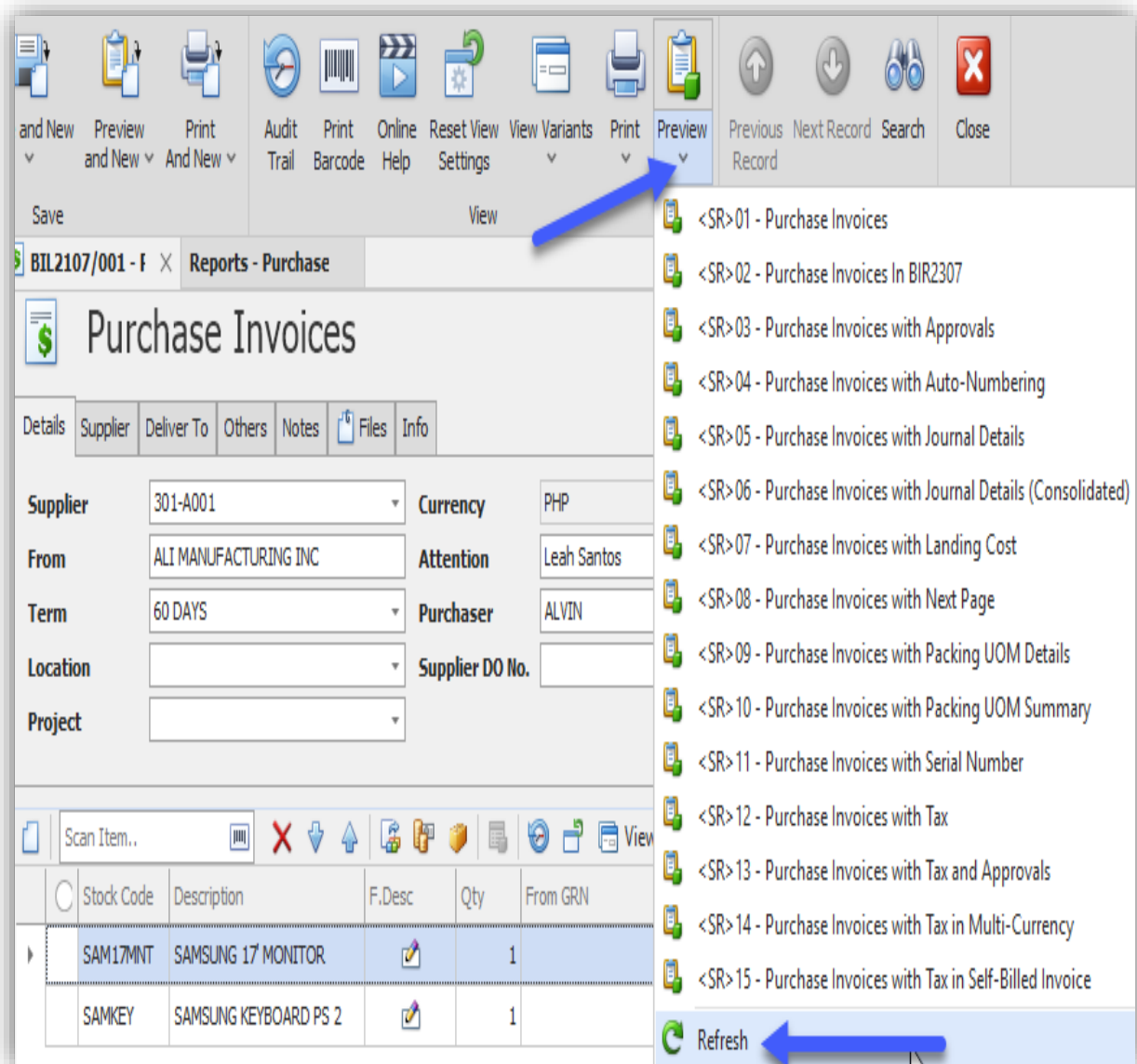
11. Click on **Save** > Close the Report Designer window.

12. Should you want to make the newly created format as default, click the **Default Checkbox** and click **Yes**.
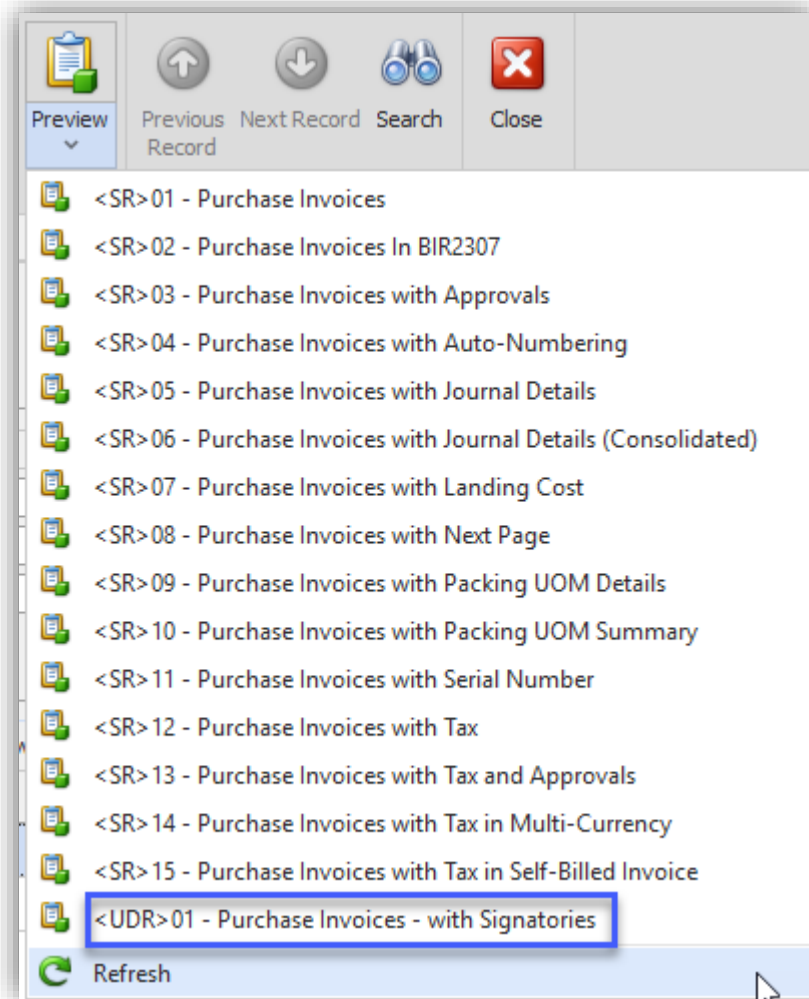
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13. Back to the Purchase Invoice screen > Click the **Preview drop-down** button > Click **Refresh**.

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

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

SAMPLE TRADING, INC. *(000-111-222-333-0000)*
GST Reg. 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

Purchase Invoice

ALI MANUFACTURING INC
10F JAFER PLACE 19 EISENHOWER ST.
GREENHILLS SAN JUAN

TEL: 677-89-09   FAX: 677-09-90
Attn: Leah Santos

Field	Value
No.	BIL2107/001
Date	07/14/2021
Reference No.	
Supplier Inv No.	BIL2107/001
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
DELIVERY TERM :

TOTAL AMOUNT	4,850.00
ROUNDING ADJ	0.00
NET AMOUNT	4,850.00

_____
Posted By

_____
Approved By

NOTE:

Should you need further assistance on this please send us an email to support@qne.com.ph or you may log a ticket via qnesupportph.freshdesk.com