# How to display remark "This is computer generated invoice no signature required." on every page [Version 1]

Hazel [17-8-2017]



REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Hazel	17-8-2017	

**Amendment Record** 



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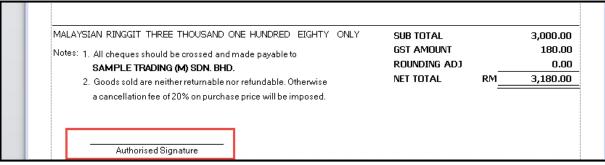
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#### SCENARIO

Eg: Sales invoice

User said that they don't need signature from customer, some will send out by email only.

\*System default format has signature field.



User need to display "This is computer generated invoice no signature required." on each printed document instead of signature field.

10	Hz sdn. shd	99, Jalan 101B, KL Bu	: (603) 9133	123456-/ 56100 8888	Kuala Lump Fax :	-				
			Tax In	voice						
E		NCE TRADING SDN. BHD.				No.		INVO	0043	
	35, JA	ALAN PINGAI,				Date		25/0	B/2017	
	TAMA	AN PELANGI,				Your	P.O. No.			
	80250	JOHOR BAHRU.				Sales	man	CINE	Y	
	TEL: (	07-3323312				Terms	5	C.O.	D.	
	Attn:	Ms. Lee Pui San				Page		1 of	1	
#	CODE	DESCRIPTION	QTY	UOM	U. PRICE	DISC.	TAXABLE	GST	AMT.	NET AMT.
	102634	PLEDGE FURNITURE POLISH 330ML- RAINSHOWER	1	EA	20.00		20.00	6%	1.20	21.20
	500-46-010	NIETZ 1/2" DR EXTENSION BAR 10"	1	PCS	15.00		15.00	6%	0.90	15.90

Notes: 1. All cheques should be crossed and made payable to GST AMOUN HZ Sdn. Bhd. ROUNDING 2. Goods sold are neither returnable nor refundable. Otherwise NET TOTAL
ne out one.
2. Goods sold are neither returnable nor refundable. Otherwise NET TOTAL
a cancellation fee of 20% on purchase price will be imposed.



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### SOLUTION

1. Go to Task > Design

Et Home Edit Task		්) 🙆 🐻 🛐 👻 iools Inquiry Maintenanc		1	NV00032 - Sales	invoices - QNE Busir	ness Solutions			
Validate Design	Into view i	oois inquiry maintenano	e							
Navigation Design	INV00032 - Sales	Invoic 🗴								
Sales	s Sale	s Invoices								
Quotations		er DO Address Others N	otes Files Approvals	Info						
Sales Orders	Customer	700-A001		x •	Currency	RM		X v	Rate	
🍓 Delivery Orders	То	ADVANCE TRADING SDN. BHD.			Attention	Ms. Lee Pui San			Doc Date	31/08/2017
Sales Invoices	Delivery Term				Agent	CINDY		х •	Invoice No.	INV00032
🕺 Cash Sales	Term	C.O.D.		× •	Our DO No				Reference No	
🎒 Sales Debit Notes	Location			× •	Project			х •	Tax Indusive	
Sales Credit Notes	I 🗇 • 🗙	🖕 🏺 Scan Item	m 🤌 🔐 🖷	-	View Variants •	00	06 🔯 · 🕾 · 🔯 -			
Customer Priring Rules	Stock Code	Description	Batch No F.Desc	Qty	UOM Unit	Price Disc	Reference Amount Net Tax	Code T	ax	
Dashboard	▶ joww	joww	2	3	UNIT(S)	,000.00	3,000 3,180 SR		180.00	

2. Select one of the system default format > Amend > rename it > Create

S INV00032 - Sales Invoic	Reports - Sales Invoice 🗙			
#	Name	2	Default	
<sr>01</sr>	Sales Invoices	System	$\checkmark$	
<sr>02</sr>	Sales Invoices with Approvals	System		🕅 Amend
<sr>03</sr>	Sales Invoices with Auto-Numbering	System		Rename
<sr>04</sr>	Sales Invoices with DO	System		🕱 Delete
<sr>05</sr>	Sales Invoices with Next Page	System		Import
<sr>06</sr>	Sales Invoices with Serial Number	System		Export
<sr>07</sr>	Sales Invoices without Stock Code	System		C Refresh
<sr>08</sr>	Tax Invoices	System		-
<sr>09</sr>	Tax Invoices fl eoal Firm)	System		🔀 Close
<sr>10</sr>	Tax 🔚 Tax Invoices - Create User Report	System		
<udr>01</udr>	Tax Display Name Tax Invoices v2	ADMIN		
<sr>11</sr>	Tax Display name tax involces v2	System		
<sr>12</sr>	Tax	System		
<sr>13</sr>	Tax	System		
<sr>14</sr>	Tax	System		
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<sr>22</sr>	Tax	System		
<sr>23</sr>	Tax	System		
<sr>24</sr>	Tax	System		
<sr>25</sr>	Tax	System		
<sr>26</sr>	Tax Create Cancel	System		
<sr>27</sr>	Tax	System		



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Get in to Report Designer:

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- CompanyProfile						
Classification		1 • • • 1 • • • 1 • • • 2 • • • 1 • • • 5	3 • • • 1 • • • 4 • • • 1 • • •	5 + + + 1 + + + 6	1 7	
Local Currency						-
▶ ■ RDOData						
ab Address 1 .						
ab Address 2	🔻 🗖 PageHe	ader [one band per page]				
ab Address 3						
ab Address 4			Name: InvHeader			
ab Address 5		Repor	t Source: ReportHeaderRichEditor Report Source Url: None			
ab Business Nature .			reportource on none			
ab Company Name 2						_
ab Contact Person			Tax Invoice			
ab Email	Bill To:	[Customer Name]	•	No.	[Invoice #]	(
ab Fax 1		GST Reg. No.: [Customer.GST Reg #]	•	Date	[Tax Date]	(
ab Fax 2		[Address 1]	•	Your P.O. No.	[Reference No]	(
ab Full Address		[Address 2]	•	Salesman	[Agent.Agent #]	(
ab GST Approval No		[Address 3]	•	Terms	[Term.Term]	(
ab GST Reg No		[Address 4]	9	Page	1 of 1	-
ab Header		TEL: [Phone] FAX: [Fax]	•	-		T
ab Home Page						

## 3. Right click on pointed space > Insert Band > Group Footer

Tax Invoices	v2 ×							
· · ·			2 3		ht Click	6		
	PageHea	ader [one band per pa		ıds	e: InvHeader ReportHeaderRichEditor TopMargin ReportHeader			
	Bill To:	Customer Nam			PageHeader -	No.	[Invoice #]	0
-		GST Reg. No.: [Cur			Detail	Date	[Tax Date]	0
		[Address 1]				Your P.O. No.	[Reference No]	0
2		[Address 2]		9	🚍 GroupFooter	Salesman	[Agent.Agent #]	9
		[Address 3]			ReportFooter	Terms	[Term.Term]	9
		[Address 4]		•	PageFooter	Page	1 of 1	
-		TEL: [Phone]	🖯 FAX: [Fax]	6	BottomMargin			
		Attn:[Attention]						



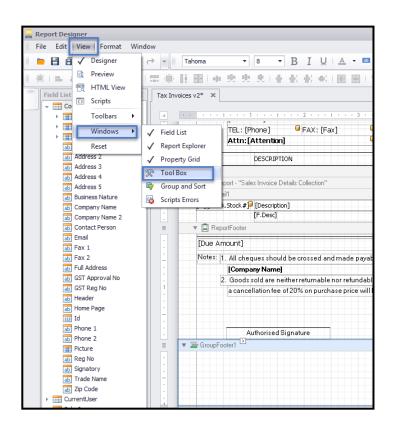
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### Group Footer:

	Authorised Signature				
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					-

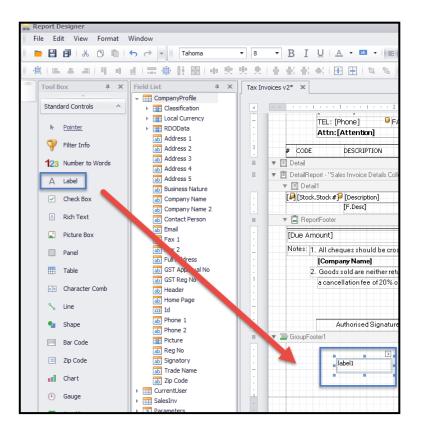
 View > Windows > Tool Box





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- 5. Pull out a label > put under Group Footer1



6. Key in your own remarks

etail			
stailReport - ''Sales Invoice Details C	ollection''		_
] Detail1	Label Tasks		
[Stock.Stock #] [Description] [F.Desc]	Text	ted invoice no signature required.	🧿 [Dis <mark>9</mark> ] [T
ReportFooter	Data Binding Format String	(none) •	
ue Amount]	Summary	None ····	SUB TOTAL GST AMOUNT
tes: 1. All cheques should be ci [Company Name]	Angle	0	ROUNDING AD
2. Goods sold are neither r a cancellation fee of 20%	Formatting Rules	(Collection) ····	NET TOTAL
Authorised Signati	Auto Width Can Grow Can Shrink Multiline		
oupFooter1	Word Wrap		



7. Checked for "Repeat Every Page" and "Print at Bottom"

This is computer g	Edit and Reorder Bands				
	Group Union None	•			
	Formatting Rules (Collection)	 •••			
	Page Break None	•			
	Keep Together				
	Repeat Every Page				

Then this remark will display at the bottom on every page 3