

Amend Company Header for Report Format

s atDate: 31/12/2024	Balance Sheet as at 31 December	r, 2024	Exclude Zero Balance	
evel: 1	Herbal Healing Centre (SA0059408	8-M)	Page 1 of 1	
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Solution:

Step 1 - User can delete the sub report 1st, Press keyboard 'Delete' Button will do





Step 2 - Then Highlight above info > hold left click > drag it down a bit.





Step 4 - Double Click the label fill in the company name



Step 5 - Click Appearance > Horizontal to middle



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Step 6 - Click Font > Change Size > Click Bold, can even change font type

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Step 7 - For As Of Date field > Press the as of date field > then Press 3 dot button of text Format String



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Step 8 - Change the date format, then press OK

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Step 9 - User allow to change font type > Click Appearance > expand Font > drop down Font Name to change.





Step 10 - After Edit > Press Menu.



Step 11 - Press Save.





Step 12 - User can default the format , by Click Set Default at report designer

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Report Designer									
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	Copyright © 2023 QNE OPT	IMUM SDN. BHD. Build@2024.02.28							



ABC SDN BHD

Balance Sheet Statement as at 31/12/2024

As atDate: 31/12/2024 Include Zero Balance Level: 1 COST ACC.DPRN BOOK VALUE CURRENT ASSETS SST FROM SUPPLIER DEPOSIT 0.00 SST OUTSTANDING SERVICE TAX 0.00 0.00 CURRENT LIABILITIES SST SALES TAX 0.00 SST SERVICE TAX 0.00 SST DEFERRED TAX 0.00 SST PAYABLE ACCOUNT 0.00 0.00 NET CURRENT ASSETS 0.00 0.00 EQUITY PROFIT&LOSSACCOUNT 0.00 0.00 0.00



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knowledge is power

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