



How to Access Report Designer

Step 1 - Press Reporting > Press Report Designer.

The screenshot shows the QNE software interface. On the left is a dark blue sidebar with a menu. The 'Reporting' option is highlighted with a red box, and an arrow points to the 'Reports Designer' option, which is also highlighted with a red box. The main area shows a 'Sales Invoice' form for 'Ali Cafe Sdn Bhd' with fields for Customer, Currency Rate, Term, and Description. A table at the bottom shows a single row with the value 'TEST'.

KAPOasdas
Company ID: 7F5-66C-A5A

LIVE Licensed

Dashboard
General Ledger
Account Receivable
Account Payable
Sales
Purchases
Stock
Company
Tax
AI
Reporting
Report Center
Reports Designer
Account

Dashboard Stocks & Services INV2402/001

Home / Sales / Sales Invoices / INV2402/001

Sales Invoice

* Customer
700-A003 Ali Cafe Sdn Bhd

Currency Rate MYR 1.000000 * Term C.O.D.

Description
SALES

Details Notes Others DO Address

#	Stock	
1	TEST	TEST

Step 2 - in Report Designer table, User can directly filter which form wants to customize
Example: Filter with Sales Invoice.

KAPOasdas

Company ID: 7F5-66C-A5A

LIVELicensed

Dashboard

General Ledger

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Sales

Purchases

Stock

Company

Tax

AI

Reporting

Report Center

Reports Designer

Account

DashboardReport DesignerStocks & Services

Home / Reporting / Report Designer

Report Designer

sales in

New Report

Reload

Search for F

BIR Sales Invoice

Sales Invoice

Sales Invoice Listing

Supplier Ledger

Supplier Credit Note Journal

Supplier Credit Note Journal

Supplier Credit Note Listing

Supplier Credit Note Listing

Supplier Credit Note Voucher

Supplier Credit Note Voucher

Supplier Debit Note Journal

Supplier Debit Note Journal

Display Name

12 Months S

Supplier Lec

Supplier Cre

Supplier Cre

Supplier Cre

Supplier Cre

Supplier Cre

Supplier Del

Supplier Del

Step 3 - there is 2 Predefine Format which Provided by QNE Software, Example i wants to Design a different term and conditions with Sales Invoice with SST Format, Press Design button.

Report Designer

Home / Reporting / Report Designer

Report Designer

Sales Invoice

New Report

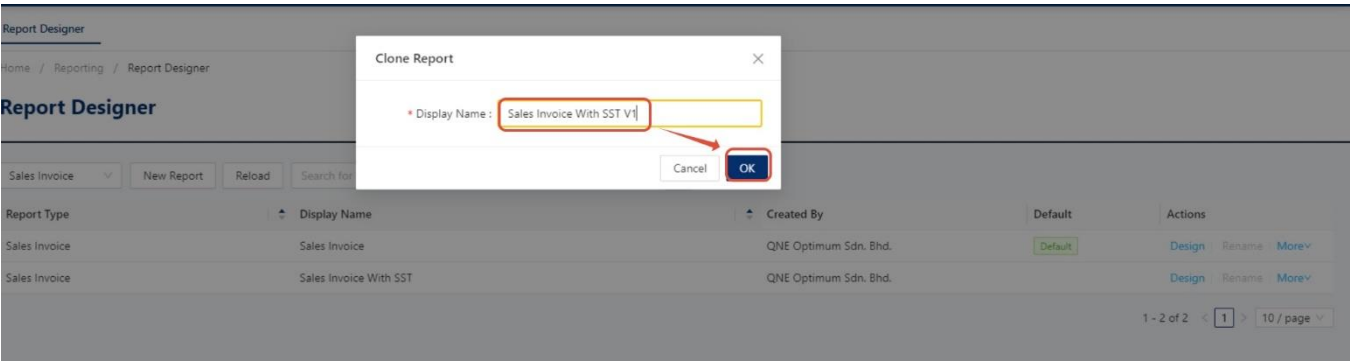
Reload

Search for Report type, Display Name

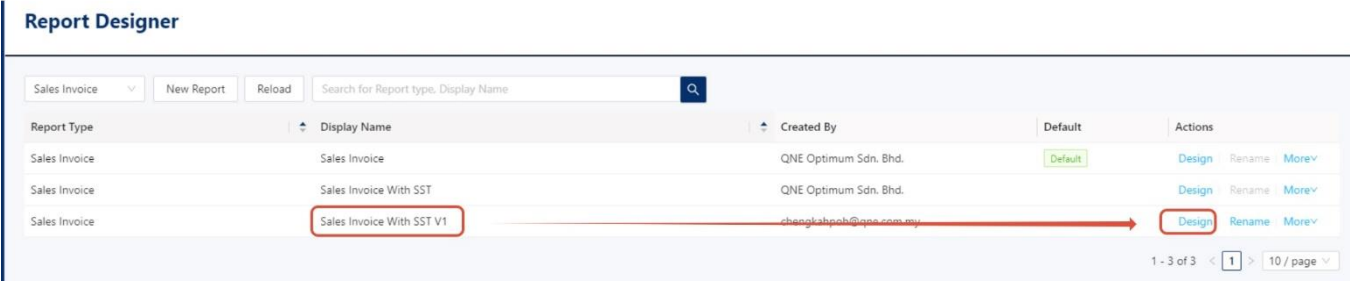
Report Type	Display Name	Created By	Default	Actions
Sales Invoice	Sales Invoice	QNE Optimum Sdn. Bhd.	Default	DesignRenameMore
Sales Invoice	Sales Invoice With SST	QNE Optimum Sdn. Bhd.		DesignRenameMore

1 - 2 of 2 < 1 > 10 / page

Step 4 - After Press Design Button, a Clone Report pop out Box will appear request to give this report a new Name.
Note: Users are free to place any name they decide, I'll add V1 at behind.



Step 5 - Then Press again Design with the new format that user clone just now.



Step 6 - System will zoom user to report designer page

